



## COVID-19 Task Based Risk Assessment



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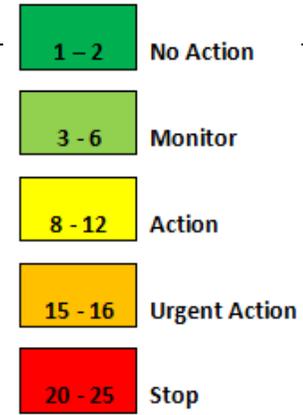
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Whilst the government has lifted most if not all COVID 19 restrictions on 19<sup>th</sup> July 2021, SCC's position is to maintain practical control measures for an extended period of time due to the existing risk and significant rise in Covid cases across the City and surrounding areas, predominantly caused by close contact between individuals. This task based risk assessment includes the specific control measures to ensure the health, safety and welfare of employees and others affected by work activities. This task-based risk assessment should be used to inform any Individual [Vulnerable Persons Risk Assessment](#) where they are returning to the workplace.

All employees should receive a copy and an overview of the risk assessments specific to their work activities. This will enable employees to ask relevant questions, raise any concerns and will help managers be able to demonstrate the employees understanding of the risk assessment.

# CVEA Risk Assessment

<b>Work Activity/ Hazard:</b>	Covid-19 – Working during the Pandemic	<b>Directorate</b>		<b>Section:</b>	
<b>Date of Assessment:</b>	23 August 2021	<b>Date to be Reviewed:</b>	01 October 2021 by JOW		



<b>Likelihood</b> 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	<b>Severity</b> 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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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

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	RISK Rating L x S	High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
Spread of COVID 19	Employees, contractors, visitors, members of the	An information poster highlighting the symptoms of COVID19 is placed throughout the premises.	2	5	10	For areas where employees mix e.g. offices, staff should; <ul style="list-style-type: none"> <li>Avoid close contact</li> </ul>	1	5	5

	<p>public, family members,</p> <p>Contracting Coronavirus resulting in mild to severe illness</p> <p>In the clinically extremely vulnerable/elderly the illness may be fatal.</p> <p>Coronavirus is primarily transmitted from symptomatic people, to others who are in close contact, through respiratory droplets, by direct contact with infected people.</p> <p>People who are infected but not yet symptomatic can spread the virus.</p> <p>Viral spread can arise from touching contaminated objects and surfaces through a person touching these, then their nose, mouth or eyes</p>	<p>Ongoing communications (posters, emails, briefings) has been provided to all employees and/or regular visitors which includes:</p> <ul style="list-style-type: none"> <li>• Risks and symptoms of COVID19</li> <li>• Advice regarding self-isolation for those with symptoms or contacted by NHS Test and Trace.</li> <li>• Self-isolation for anyone who have recently travelled to the high-risk countries</li> <li>• Handwashing guidance</li> <li>• Ongoing updates monitored by the Principal and cascaded to staff.</li> </ul> <p>After entering the building staff must sanitise or wash hands with soap and water and do this regularly during the day. <b>Hand washing with soap and water for 20 seconds is the most effective way of cleaning hands.</b></p> <p>Staff who do not have access to soap and water should be provided with anti-viral hand sanitiser.</p> <p>NB: When using alcohol-based hand sanitiser ensure your hands have fully dried off prior to contact with any potential sources of</p>				<ul style="list-style-type: none"> <li>• Where possible maintain a 2m separation</li> <li>• Where a 2m separation is not possible e.g. 1m plus face coverings should be worn</li> <li>• Continue to follow hand and respiratory hygiene best practices and procedures.</li> </ul> <p>Before coming in to work you must report to K.Brown if you are experiencing any of the following symptoms:</p> <ul style="list-style-type: none"> <li>• A high temperature</li> <li>• A new continuous cough</li> <li>• A loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> <p>All staff to be advised that they must inform K.Brown if they or anyone in their household have been advised to self-isolate, before entering the workplace.</p> <p>Increased cleaning and disinfection regime in place for surfaces, keyboard and computer screens using wipes. Cleaning regimes to be maintained through cleaning staff available during the school day.</p> <p>Staff should leave their desk as clear as possible to ensure that the desk can be easily cleaned.</p> <p>Staff should work side by side or facing away from colleagues to avoid close contact (less than 2m).</p>			
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		<p>ignition, including static electricity created by touching metal objects.</p> <p>Where a risk assessment has identified the need for personal protective equipment (PPE) e.g. first aiders, all employees provided with PPE as per their role must ensure it is worn correctly, adequately maintained, suitably removed and disposed of (where required).</p> <p>Ask when allowing contractors/visitors onto site if anyone in the household/premises displayed signs or symptoms of:-</p> <ul style="list-style-type: none"> <li>• A high temperature</li> <li>• A new continuous cough</li> <li>• A loss of, or change in, their sense of taste or smell</li> </ul> <p>Staff to be advised to cover their mouth and nose when coughing or sneezing or to use the fold of the elbow to cough / sneeze into.</p> <p>Anyone who thinks they may have symptoms of Covid-19 should check this using the NHS111 online symptom checker (<a href="https://111.nhs.uk/covid-19/">https://111.nhs.uk/covid-19/</a>) which will provide advice about what to do. For those who develop symptoms, they should go home informing K.Brown/Principal and book a PCR asap.</p>				<p>Maximum ventilation – all windows to be open in classrooms where possible. Rooms without windows to be provided with a HEPA filter. Quality of ventilation to be checked when carbon dioxide monitors are provided by DfE.</p> <p>Staff are advised to limit the use of photocopiers where possible and immediately sanitize or wash hands after use. Wipes can be used to wipe the printer down before and after use.</p> <p>Members of admin staff who deal with members of the public in reception and have access to screened areas should continue to operate.</p> <p>Staff should refrain from all non-essential physical contact with colleagues or visitors e.g. shaking hands.</p> <p>Non-essential visits to other premises should be assessed. Is there another way of working for example telephone, video conference, emails etc.</p> <p>Consider if the visit can be rearranged to a time when there are less people in the premises, e.g. school holidays, outside of school hours etc.</p> <p>Large mixed gatherings should not take place without the explicit consent of the Principal. Assemblies will resume keeping students in their year group bubble.</p>			
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		<p>From 16<sup>th</sup> August, the rules on self-isolation changed. Employees to inform K.Brown/Principal, of any notifications to self-isolate including the outcome of testing. This will help identify any other person they have been in contact with based on Track &amp; Trace Guidance.</p> <p>Where there are confirmed cases of a member of staff contracting Covid-19 this may require reporting to HSE under the RIDDOR Regulations.</p> <p>Where a positive case for COVID-19 has been identified (student or staff), rooms are fogged using our fogging machine.</p>				<p>Where staff are required to share tools or equipment these should be thoroughly cleaned before and after use. Practical subjects to plan for this e.g. PE, Science, Technology and ICT.</p> <p>SLT to empower staff to avoid close contact and lead by example. Some meetings to be held virtually online via Teams. Where face-to-face meetings are held, social distancing to be maintained. Parents evenings to be held online where possible.</p> <p>All staff must take responsibility for their own health and safety and that of other by continuing to follow social distancing plus suitable additional measures according to their location and setting.</p> <p>Positioning hand sanitising stations at relevant locations in each zone. Frequently used rooms to have a hand sanitising station for staff.</p> <p>Face coverings are encouraged to be worn in communal areas (only when moving round the building – with a reminder that close contact should still be avoided and apply 2m social distancing measure where possible as detailed above).</p> <p>For visitors, continue to promote covid safe advice, provide hand sanitisation stations, ensure natural ventilation and encourage face coverings to be worn.</p> <p>Face coverings to be made available for staff at reception.</p>			
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						One-way system in place to avoid crossing on stairs etc.			
Eating and Safe use of welfare facilities.	Employees, family members  Contracting Coronavirus	Welfare facilities including sanitizing and adequate handwashing and soap provided for all staff and visitors. Clean your hands often. Wash your hands with soap and water or, if not available, use an alcohol-based or appropriate hand sanitizer. Always clean your hands before and after eating or drinking.  Avoid using communal facilities where a suitable social distancing cannot be maintained.  Break times to be staggered for students and staff to reduce the number of people using the facilities at any one time to avoid close contact between yourself and others.	2	5	10	Tables will be cleaned down after staff and students have finished eating. Staff to remove all uneaten food and drink and dispose of in a bin or rubbish bag.  The number of people using the toilet facilities at any one time will be restricted and avoid close contact.  Regularly and thoroughly clean your hands before and after using the toilet facilities.  The use of drinks stations to be restricted to items that do not touch the dispensing nozzle. Students are encouraged to bring their own water bottle.  New water machines have been installed. Staff should wipe down water station using the cleaning materials provided after use. Cups will be stored as such that students can take their cup without touching the remaining cups.  All breaks and lunches are staggered for students and staff. Students have a staggered exit at the end of the day also.	1	5	5
Traveling in vehicles	Employees, family members  Contracting Coronavirus via	Re use of personal vehicles - If possible, travel in separate vehicles. However, where not possible/practical then face coverings must also be worn by all	2	5	10	Regularly cleaning frequently touched surfaces such as dashboard, steering wheel, handles and any areas of the	1	5	5

	close contact with others.	<p>occupants so that multi occupants can travel together in vehicles.</p> <p>For <b>any</b> work vehicles – if 2 or more people are required to share a cab then face coverings must be worn and adequate ventilation observed.</p> <p>The risk of virus spread can be mitigated through the following:</p> <ul style="list-style-type: none"> <li>• Limiting the time spent within 2m of others to the absolute minimum.</li> <li>• Unnecessary congregating with colleagues must be avoided.</li> <li>• Keeping the room or vehicle well ventilated where possible (e.g. by opening a window).</li> <li>• Observing good respiratory hygiene by sneezing or coughing into a tissue, throwing it away and then washing hands (Catch It, Bin It, Kill It).</li> <li>• Avoid touching your face with your hands.</li> <li>• Regularly washing hands (ideally with soap and water).</li> </ul>				<p>vehicle that have had contact with people's hands.</p> <p>The SCC Cycle to Work Scheme will be investigated with <a href="http://www.cyclesolutions.co.uk">www.cyclesolutions.co.uk</a> and applicants can choose from a wide range of bikes (if enough interest from staff).</p> <p>Students travelling on the school minibus will wear face masks when travelling to and from the Academy in September and this will be reviewed in line with current COVID-19 case numbers.</p>			
Those employees deemed as higher risk i.e. underlying health conditions, age,	Employees, contractors, visitors, members of the public, family members Contracting Coronavirus	Any employee who is in a Vulnerable Category and whose job role (in relation to how the organisation has determined it should currently be delivered) who cannot work from home must undergo	1	5	5	Any vulnerable workers will be identified and should use the Premises and Task Based Risk Assessments to inform the <a href="#">Vulnerable Persons Risk Assessment</a> . For example, some vulnerable people, may be at increased risk as consequence of where they work (contact with multiple			

pregnancy, unvaccinated etc.		a <a href="#">Vulnerable Persons Risk Assessment</a> . This should be carried out by the Facilities Manager when the employee returns to work.				households) as opposed to someone who is solely office based.  Previous risk assessments will be renewed for any vulnerable staff.			
Exposure to Coronavirus through inadequate personal protective equipment	Employees, contractors, visitors, members of the public, family members  Contracting Coronavirus	<p>Employees will have been issued with appropriate PPE where necessary.</p> <p><b>It is important to recognize that PPE is only one element of safe and effective infection prevention and control and you should always ensure the following practices:</b></p> <ul style="list-style-type: none"> <li>• Robust hand hygiene.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>• Good respiratory hygiene.</li> <li>• Environmental control (e.g., cleaning of frequently touched surfaces).</li> <li>• Information.</li> <li>• Training.</li> </ul> <p>Staff will receive sufficient information and instruction on the use of PPE including how to put on, remove, store, dispose of as well as any limitations of the PPE.</p> <p><b>NB:</b> PPE may have lead in timescales therefore requirements must be identified to ensure and maintain sufficient supply.</p>	1	5	5	<p>Re-usable PPE should be thoroughly cleaned with an appropriate disinfectant after use. Most PPE is provided on a personal basis, but may be shared by employees, for example where it is only required for limited periods. Employees should ensure such equipment is properly cleaned and, where required, decontaminated to ensure there are no health risks to the next person using it.</p> <p>Single use PPE should be disposed of so that it cannot be used again.</p> <p>Encourage increased natural ventilation in enclosed spaces by opening windows.</p> <p>Where there is a confirmed case of COVID-19, any PPE must be placed inside a bag and then these bags should be placed inside another bag, tied securely and kept separate from other waste. This should be put aside for at least 72 hours before being put in the general waste bin for disposal.</p> <p>Please remember that you still need to wear any PPE that was identified in your risk assessments prior to the Covid-19 outbreak as this will have been identified to protect you from other foreseeable hazards.</p>	1	5	5

						Staff who have been identified as needing PPE must use it in accordance with information, instruction and training.			
Handling cash	<p>Employees, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>The risks from handling cash are no greater than those created by touching other common surfaces, such as doorknobs, worktops and handrails etc.</p> <p>Contactless or card payments should take preference over cash whenever possible.</p>	1	5	5	<p>Do not touch your face.</p> <p>Clean your hands often. Wash your hands with soap and water or, if not available, use an alcohol-based hand sanitizer. Always clean your hands before and after eating, or drinking.</p> <p>A limited number of staff will need to handle cash due to our biometrics system.</p>			
Substances Hazardous to Health which could include hand sanitizers and cleaning products	<p>Employees, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>When purchasing/using substances a hierarchy of control is implemented which considers;</p> <ul style="list-style-type: none"> <li>• Elimination</li> <li>• Substitution</li> <li>• Engineering Controls</li> <li>• Administrative Controls</li> <li>• Personal Protective Equipment</li> </ul> <p>Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees to follow.</p> <p>Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information.</p>	1	5	5	<p>All facilities staff to be trained and ensure they are aware of any hazards following use of chemicals.</p> <p>Facilities manager to carry out regular checks.</p>			

		<p>These assessments to be shared with cleaning staff.</p> <p>Good hygiene practices – do not eat or drink whilst using substances.</p> <p>Employees must work in accordance with information, instruction and training and use personal protective equipment, in accordance with information, instruction and training.</p>							
Lack of Communication	<p>Employees, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>Ensure that staff receive specific premises information and instruction for any premises which they will potentially be working in.</p> <p>Ensure that staff receive information and instruction relevant to their job role captured in this risk assessment.</p> <p>Ensure that staff are aware of the contents of the COVID-19 Code of Practice which outlines roles and responsibilities of employees and facilities staff.</p> <p>The Principal is responsible for ensuring that staff are aware of all corporate updates and reminders of good practice such as not car-sharing, Hands, Face and Space etc.</p>	1	5	5	<p>Regular updates to be provided by J.Owens, Principal, by email and face to face briefings upon return.</p> <p>Contractors to be arranged by G.Barwell and ensure limited contact and social distancing is adhered to.</p> <p>All parents to be requested to give consent for two lateral flow tests to be administered by the school at the start of the autumn term. Parents also advised to continue to carry out lateral flow tests twice weekly during the month of September.</p> <p>Staff advised to do lateral flow tests twice weekly. LFTs provided by the school.</p>			

**To be completed by the Individual undertaking the risk assessment:**

**Name:**

**Job Title:**

**Signature:**

**Date:**

**To be completed by the Senior Manager:**

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

**Name:** J.Owens

**Job Title:** Principal

**Signature:**

**Date:** 23/08/21