

# Fire and Risk Management Services

## Risk Assessment Form

Assessor: <b>Greg Evans</b>	Date: <b>20<sup>th</sup> July 2020</b>	Activity: <b>Operating a community facility in a secondary school at evenings &amp; weekends from 20<sup>th</sup> July 2020 - COVID19</b>	Location: The Hereford Academy		
Standard of dress for activity (if relevant)		PPE required: <b>Disposable Gloves, Aprons, Face masks, Fluid Resistant Face Masks, Goggles*</b>	Other equipment used during activity: <b>Cleaning equipment + bleach based cleaning products</b>		
Persons exposed (please tick):	<b>Employees</b> <input checked="" type="checkbox"/>	<b>Children</b> <input checked="" type="checkbox"/>	<b>Public</b> <input type="checkbox"/>		
			<b>Others</b> <input checked="" type="checkbox"/> <b>Expectant Mothers</b> <input type="checkbox"/>		
<b>Hazards Identified – Guidance Note:</b> Look at the activity and identify hazard(s), tick if <b>present</b> and <b>significant</b> . If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.					
Physical Injury Hazards		Physical Agents and Hazardous Substances		Miscellaneous	
Hit by moving vehicles		<b>Hazardous substances</b>	<input checked="" type="checkbox"/>	Display Screen Equipment	
Contact with moving part of a machine		<b>Micro organisms</b>	<input checked="" type="checkbox"/>	Hot work/fire hazards	<input checked="" type="checkbox"/>
Hit by moving materials/substances i.e. water		Ionising radiation		Vibration	
Fall(s) from height		Noise		Restricted access	
Slips, trips and falls from the same level		Pressure systems		Manual handling	
Contact with/ use of live electrical equipment		Ultraviolet light		Lone working	
Contact with cold objects		Lasers		Confined spaces	
Contact with hot objects		Flammable liquid/solids		Waste produced by activity	<input checked="" type="checkbox"/>
Contact with sharp objects		Extremes of Temperature		<b>Stress</b>	<input checked="" type="checkbox"/>
Impact with objects				Posture	
Physical attack				<b>Unauthorised entrance to site</b>	<input checked="" type="checkbox"/>
Finger “nips”					
<b>Danger to others from failure of participants parents to comply with safety instructions from staff</b>	<input checked="" type="checkbox"/>				

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Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
<b>Persons entering site with COVID19 symptoms</b>	1. Transmission of COVID19 to the OOSS community.	Children/ Staff/ Others	1. Staff & participants <b>must not attend</b> if they have symptoms or are self-isolating due to symptoms in their household or via receiving an alert from the NHS 'test & trace' process; 2. There is no requirement to take participants temperatures.	4	2	8	M	1. Remind participants & staff that the 7-day self-isolation period for persons displaying symptoms is still current. Other Household members still need to isolate for 14 days.	
<b>COVID19 virus being accidentally brought onto the site.</b>	1. Transmission of COVID19 to the OOSS community; 2. Some BAME children & staff members are statistically at higher risk;	Participa nts/ Staff/ Others	1. Maximise the amount of time and activities that can be run/operated outdoors; 2. Lettings undertake their own risk assessment for their sessions, planning and managing their sessions to ensure ensuring adequate social distancing and the use of 'bubbles' for team based activities; 3. Where participants have travelled together wearing masks, bins for the disposal of masks will be made available. Participants should	4	2	8	M	1. Risk Assessments checked and agreed by site staff before lettings bookings are finalised. 2. Dynamic monitoring & review of risk assessments undertaken. 3. Staff & Participants aware of the NHS 'test & trace' process and responsibility to inform school management if they	

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			<p>follow the guidance for the safe removal of masks for removing face coverings when children and staff who use them arrive at school.</p> <ol style="list-style-type: none"> <li>4. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. The hand washing times should be:             <ol style="list-style-type: none"> <li>a. When arriving at the Academy;</li> <li>b. Returning from breaks;</li> <li>c. After handling equipment</li> <li>d. At the end of sessions</li> </ol> </li> <li>5. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach;</li> <li>6. Cleaning frequently touched surfaces e.g. light switches, door handles. Toilet facilities will be cleaned more frequently depending upon usage</li> </ol>				<p>are advised to socially isolate for 14 days because of a contact alert;</p> <ol style="list-style-type: none"> <li>4. Soap dispensers and hand sanitizers kept topped up.</li> <li>5. Bins for tissues are emptied throughout the day;</li> <li>6. PPE available for Academy staff.</li> <li>7. Designated first aiders for lettings should provide their own PPE.</li> <li>8. Posters will be displayed around the site reminding participants about correct hand washing, social distancing and other COVID management advice.</li> <li>9. External doors will be opened to increase air flow where it is safe and secure to do so.</li> </ol>	
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			<p>7. Minimising contact and mixing by altering, as much as possible, the environment (such as room layout) and matches/sessions</p> <p>8. If a participant becomes unwell with symptoms of coronavirus while in the academy they must leave the premises immediately. Should support be required a fluid resistant (IIR type) face mask <b>must</b> be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a fluid resistant (IIR type) face mask <b>must</b> be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn;</p>					
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			<p>9. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided;</p> <p>10. Ensure that all participants are aware to:</p> <ul style="list-style-type: none"> <li>a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>b. Clean their hands-on arrival at the School, after using a toilet, after breaks, before and after eating, and after sneezing or coughing;</li> <li>c. Encouraged not to touch their mouth, eyes and nose;</li> <li>d. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it');</li> <li>e. Ensure that help is available for children who have trouble cleaning their hands independently;</li> </ul>						
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			<p>11. Maximise natural &amp; mechanical ventilation throughout the school setting. Any doors wedged open must be managed e.g. not left open when area is unoccupied;</p> <p>12. Accessing rooms directly from outside where possible * See local signage;</p> <p>13. Stagger the activities so that participants are not moving around the setting at the same time:</p> <p>14. To reduce the amount of people on site in order to minimise the risk of transmission, spectators are prohibited;</p> <p>15. Participants are notified that if their child needs to be accompanied setting, only one parent/ carer should attend;</p> <p>16. Parents must wait outside the school building, staying in individual vehicles or maintaining social distancing when waiting outside.</p>					
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			<p>17. Parents/ Carers and young people are notified of their allocated drop off and collection times by the letting organiser, and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);</p> <p>18. Notify Parents/ Carers that they cannot gather at entrance gates or doors</p> <p>19. Outdoor playground equipment can now be used but will be more frequently cleaned;</p> <p>20. Floor tape or paint to mark areas to remind participants to keep to a 2-metre distance in Offices, Staff rooms;</p> <p>21. Participants should leave a minimum of one space between each car when parking whenever possible. Where this is not possible, do not attempt to access a vehicle at the same time as a</p>					
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			<p>passenger or driver of an adjacent car.</p> <p>22. Participants should arrive and leave for their sessions promptly.</p> <p>23. Participants should not gather in car parks and other waiting areas.</p>						
<p><b>Participant displays COVID19 symptoms whilst at Site</b></p>	<p>1. Transmission of COVID19 to the OOSS community.</p>	<p>Participants Staff/ Others</p>	<p>1. If anyone becomes unwell with a new, continuous cough or high temperature or anosmia during a letting, they <b>must</b> be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance;</p> <p>2. If a child is awaiting collection, they should be moved, if possible, to a location where they can be isolated, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which</p>	4	2	8	M	<p>1. Cleaning of the area(s) concerned is covered by a Post-COVID19 Infection Risk Assessment. PHE will be revising their Guidance on this aspect during July/ August 2020;</p> <p>2. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.</p> <p>3. Staff &amp; Parents aware of the NHS 'test &amp; trace' process and</p>	



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			<p>is at least 2 metres away from other people;</p> <p>3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else;</p> <p>4. PPE <b>must</b> be worn by First aiders caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs);</p> <p>5. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;</p> <p>6. If a member of staff has helped someone who was unwell with a new, continuous cough or high temperature or anosmia, <b>they do not need to go</b></p>					<p>responsibility to inform OOSS management if they are advised to socially isolate for 14 days because of a contact alert.</p>	
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			<p><b><u>home unless they develop symptoms themselves</u></b> (and in which case, they should arrange for a test) or the child subsequently tests positive. They <b>must</b> wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. Cleaning the affected area with normal household bleach <b>must</b> occur, after someone with symptoms has left will reduce the risk of passing the infection on to other people;</p> <p>7. All participants who are attending a letting and have been in contact with a participant who has displays symptoms or who has tested positive are advised to undertake a test if they display symptoms of coronavirus;</p> <p>8. The Letting lead must have an understanding of the NHS Test and Trace process and</p>					
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			<p>how to contact their local Public Health England health protection team  <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a></p> <p>9. Participants are aware that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>a. Book a test if they are displaying symptoms. Should not return to the letting if they have symptoms and must self-isolate if they develop symptoms.</li> <li>b. Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace;</li> <li>c. Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19);</li> </ul>					
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			<p>10. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test;</p> <p>11. Lettings leads <b>must</b> take swift action when they become aware that someone who has attended a letting has tested positive for coronavirus (COVID-19). This should include informing the Academy Health &amp; Safety lead.</p>						
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**S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H**

**Assessment authorised by Headteacher**

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<b>Print Name:</b>		<b>Signature:</b>		<b>Date:</b>
<i>RISK RATING SCORE</i>	<b>RESIDUAL RISK LEVEL</b>	<b>MANAGERIAL ACTION</b>	<b>RISK RESULT</b>	
1 - 5	L - LOW	Monitor, no action normally required	Acceptable = Risk Level & Controls Acceptable	
6 - 10	M - MEDIUM	Attempt to improve controls so far as is reasonably practicable		
11 - 25	H - HIGH	Priority action to be taken to apply control measures	Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required	
The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.				
<b>Assessment Review</b>				
<b>Reviewed by:</b>		<b>Review date: Daily in first week/ Weekly</b>	<b>Existing risk assessment valid? (Y/N):</b>	
<b>Has the activity changed? (Y/N):</b>	<b>How:</b>	<b>New controls:</b>		
<b>Have new equipment or materials been introduced? (Y/N):</b>	<b>What:</b>	<b>New controls:</b>		