

COVID-19 Risk Assessment Template

		LIKELIHOOD				
		VERY UNLIKELY	UNLIKELY	LIKELY	HIGH LIKELY	ALMOST CERTAIN
SEVERITY	NEGLIGIBLE	LOW	LOW	LOW	LOW	LOW
	MINOR	LOW	LOW	LOW	MEDIUM	MEDIUM
	SERIOUS	LOW	MEDIUM	MEDIUM	MEDIUM	HIGH
	SEVERE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	VERY SEVERE	MEDIUM	MEDIUM	HIGH	HIGH	HIGH

Risk Assessment for (Activity/Process/Operation)	Education Delivery Services
--	-----------------------------

Directorate	Communities	Service / Team	All Education Delivery Services (includes the following teams: ACL, Attendance Service, Music Service, Governor Services, Marle Hall, Assessment & Moderation)		
Assessment Date	25 September 2020	Review Date	4 weeks (or following significant change and/or guidance)	Reference Number	ESCOV001

What are the hazards <i>(i.e. what can cause harm)</i>	Who might be harmed and how? <i>(e.g. employees, pupils, members of the public, etc. and the significant risk(s))?</i>	What existing control measures are in place to reduce / prevent the risk? <i>(i.e. what are you already doing?)</i>	Considering existing controls, what is the current risk level <i>(i.e. high, medium or low – use the matrix above)</i>	Further Action to be taken to control the risk? <i>(i.e. only record action/additional controls measures you are going to implement)</i>	Assigned to	Completed by whom & when
Exposure to COVID-19 – Risk of transmission, Ill-health	Employees, contractors, members of the public and visitors	<p>Employees to work from home where they can, no face to face meetings to take place.</p> <p>Employees returning to the workplace</p> <ul style="list-style-type: none"> employees will complete a re-instatement checklist and site re-induction checklist. This will be undertaken virtually with line manager e.g. through 	MEDIUM			

		<p>Microsoft Teams or over the telephone.</p> <p>Managers to provide clear communications and signpost to the relevant guidance about their specific areas of work in an appropriate format.</p> <p>All staff to ensure they keep up to date with the latest COVID guidance, using the intranet WCC Coronavirus Pages</p> <p>Managers to revisit COVID advice in team meetings and employees 1:1's using www.gov.uk/coronavirus If new advice is issued, must be relayed at the earliest opportunity.</p> <p>Everyone will be told prior to and on arrival that if they have any of the following symptoms</p> <ul style="list-style-type: none"> • High temperature • New continuous cough • Loss or change to your sense of smell or taste • Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant?) <p>they must not attend.</p> <p>On arrival everyone must wash</p>				
--	--	---	--	--	--	--

		<p>their hands or use hand sanitizer, this should be repeated regularly or when changing work zone. Signage and government posters used to advise of this and social distancing guidance.</p> <p>If a person becomes unwell, they must inform all relevant persons (e.g. Line Manager). If an employee develops a high temperature or persistent cough while at work, they should:</p> <ul style="list-style-type: none"> • Avoid touching anything • Immediately go home • Cough or sneeze into a tissue and put it into the bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. WCC Guidance for managers Reporting employee COVID cases • Get a test as soon as possible https://www.nhs.uk/ask-for-a-coronavirus-test • Self-isolate until they receive their test result. • Follow the test and trace guidance https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ 				
--	--	--	--	--	--	--

		<p>Please see link for latest coronavirus guidance: https://www.gov.uk/coronavirus</p> <p>Where possible colleagues will work in separate teams to reduce the risk of any spread of the virus to give resilience. If this is not possible the workspace and equipment must be thoroughly cleaned with antibacterial wipes when a new colleague takes over in any workspace.</p> <p>Employees to observe social distancing guidance always.</p> <p>Maintain an increased frequency of handwashing.</p> <p>The WCC Employee Assistance Programme (EAP), WCC Team Wellness Plan and Guidance and WCC Individual Wellness Plan and Guidance provide information to support all employee wellbeing. The links are available via the intranet, if you don't have access please contact your line manager for information.</p>			
General - applicable to all workplaces and	Employees, contractors,	QR code Assist with the sites signing in processes and where applicable use the updated QR	MEDIUM		

<p>all staff required at the workplace</p>	<p>members of the public and visitors</p>	<p>code process, see guidance below. https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace#nhs-test-and-trace</p> <p>Fire Fire equipment testing completed by WCC for their properties or third parties for any rented locations.</p> <p>Hygiene and handwashing Employees, contractors, members of the public and visitors should wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser upon entering the building and before leaving. Hand sanitiser will be available to employees and visitors.</p> <p>Employees to ensure they clean all items in their workspace and equipment before the start of any shift in that work zone.</p> <p>Used wipes must be disposed of in the regular waste. Employees to avoid using cloths that would require washing between use.</p>		<p>Reminders of good hand hygiene, self-awareness and the need to follow guidelines will be reinforced in 1 to 1's, briefings and team meetings.</p>	<p>Managers</p>	
---	---	---	--	--	-----------------	--

		<p>Employees, contractors, visitors and members of the public to increase handwashing before and after handling any equipment.</p> <p>Main Contractor (WCC facilities) must ensure enhanced cleaning procedures are in place across the site.</p> <p>Regular County caretaker inspections and local monitoring of any issues. Water testing completed by WCC for their properties third parties for rented locations.</p> <p>Toilets and sanitation</p> <ul style="list-style-type: none"> • One member of staff permitted at a time and they must clean after use with sanitised wipes. • Suitable and enough rubbish bins provided for hand towels with regular removal and disposal. • Regular County caretaker inspections and local monitoring of any issues. • Water testing completed by WCC for their properties or boroughs and districts for rented locations. 				
--	--	---	--	--	--	--

		<p>Kitchen facilities</p> <ul style="list-style-type: none"> • Wash hands on entry to kitchen and touch ONLY the items you need to. • Fridge door handle, hot water boiler, sink taps, microwave, kettle handle etc to be wiped down after use using an antibacterial wipe. • Everyone to deal with their own washing up & clearing up BEFORE returning to work; wash hands before leaving • Paper towels to be used for drying dishes & mopping up spills. Dispose of immediately in bin provided. <p>Staff room facilities</p> <ul style="list-style-type: none"> • Breaks & Lunch to be taken on strict rota with numbers limited to maintain 2M distancing. Consider offering alternative break-out spaces as required • Use only hard chairs and use the wipes provided to wipe down before leaving the staff area. • DO NOT bring in any foodstuffs for sharing. 				
--	--	---	--	--	--	--

		<p>Social distancing must be adhered to. Appropriate signage and floor tape (where appropriate) are in place to remind all persons of social distancing guidance.</p> <p>All workplaces will display government notices to confirm that WCC is following all government guidance.</p> <p>Third Party Site visits</p> <ul style="list-style-type: none"> • Before a visit to a third-party site (e.g. Schools) can be agreed, the employee will request a copy of the third parties risk assessment. The employee should share and discuss the risk assessment with their manager. • Once agreed that visits can start, a copy of the risk assessment should be saved on the BU drive under H&S and the third-party site name. • Employees will call ahead of each visit to ensure no-one has COVID related symptoms, if so, they will re-schedule the visits. 				
--	--	--	--	--	--	--

		<ul style="list-style-type: none"> • There is an expectation that employees will follow the latest PHE guidance on hygiene and ensure that they follow the third parties risk assessment in addition to this risk assessment. • Visits to third parties will be limited and where possible alternatives to these visits will be considered – i.e. via Teams/Zoom. • Adhere to the third party sites signing in processes and where applicable use the updated QR code process, see guidance below. <p>https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace#nhs-test-and-trace</p> <ul style="list-style-type: none"> • To minimise cross contamination employees will always be encouraged to limit the time spent in third party settings and to maintain social distancing guidelines. • Where the use of equipment in a third-party setting is required 				
--	--	---	--	--	--	--

		<p>employees should attempt to utilise their own equipment. In all instances employees are encouraged to follow good hand hygiene after using equipment.</p> <ul style="list-style-type: none"> • Attempt to minimise direct contact with any shared surface e.g. door handles etc. • If any paperwork needs to be examined this should be emailed in advance of any visit. • Staff to maintain social distance guidelines always. • Employees working in education settings to adhere to the latest guidance for schools and education settings https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Music Service staff to adhere to the latest guidance for handling musical instruments https://www.gov.uk/guidance/working-safely-during- 		<p>Each Team manager to provide their staff with activity risk assessments which include COVID controls. Where appropriate share these with third parties. https://api.warwickshire.gov.uk/documents/WCCC-774-701</p>	<p>Managers</p>	
--	--	---	--	--	-----------------	--

		<p>coronavirus-covid-19/performing-arts#arts-5-4</p> <ul style="list-style-type: none"> If a home visit is deemed to be necessary, the employees must adhere to the following guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe <p>http://edrm/CSC/Corporate/COVID%2019/Guidance%20for%20staff%20completing%20home%20visits.pdf</p> <ul style="list-style-type: none"> After any visits to third party settings ensure that good hand hygiene is completed asap Employees will be required to keep a record of who they have been in contact within the workplace, in preparation for the NHS Test and Trace should the need arise. Employees are aware of the Test and Trace Guidelines 				
--	--	--	--	--	--	--

		<ul style="list-style-type: none"> • Employees to state in their electronic calendars when they are visiting a setting with the letters F2F (face to face). • Should an employee be notified of an outbreak at any third party setting that they have visited they will immediately contact their line manager and follow the guidance on self-isolation. • Get a test as soon as possible https://www.nhs.uk/ask-for-a-coronavirus-test • Self-isolate until they receive their test result. • Follow the test and trace guidance https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ 				
Physical hazards of the workplace building/sites	Employees, contractors, members of the public and visitors	Arriving and leaving work All staff should travel to site alone using their own transport where possible. Where staff use	MEDIUM			

		<p>public transport, they must follow Safer Travel Government Guidance.</p> <p>Allow plenty of space and follow current government guidelines for social distancing between persons waiting to enter site.</p> <p>A one-way system of travel around a building will be indicated by signage where practicable.</p> <p>Social distancing Wherever possible employees should always avoid close working and maintain current government guidelines for social distancing, even when moving around the building and going to and from their cars. Any close working should be side to side or back to back for a minimal time to complete an essential task.</p> <p>Non-essential physical work that requires close contact between workers should be avoided.</p> <p>Stairs should be used in preference to lifts.</p> <p>Workplaces and workstations</p>				
--	--	---	--	--	--	--

		<p>Rooms should be well ventilated e.g. windows opened to allow fresh air circulation or air conditioning systems in use.</p> <p>FANS -due to low risk re-circulating infected droplets fans may only be used in buildings where there is no other alternative to allow airflow through the building (opening windows etc) and with the following considerations;</p> <ul style="list-style-type: none"> • Direction of fan – Ensure the fan is not directed to push air through into separate rooms. Ensure the fan is not directed towards any aerosol gases and ensure the fan is not directed to peoples face height / face • Cleaning – Blades of fans to be cleaned regularly and the fan unit <p>Staff will give verbal guidance at a safe distance following current government guidelines for social distancing.</p> <p>All chairs should be cleaned down / spot cleaned between use.</p> <p>Staff must only use cleaning wipes provided by WCC on their WCC equipment and not on any</p>				
--	--	--	--	--	--	--

		<p>schools/pupils/third party equipment. If staff members take wipes into schools/third party settings, they should out of courtesy let schools/third parties know.</p> <p>Employees required to drive work vehicles will always be limited to just the driver in the vehicle.</p> <ul style="list-style-type: none"> • Staff working in education settings to adhere to the latest guidance for schools and education settings https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Music Service staff to adhere to the latest guidance for handling musical instruments https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#arts-5-4 <p>Sharing equipment</p> <ul style="list-style-type: none"> • Wash hands before working in any new area. 				
--	--	--	--	--	--	--

		<ul style="list-style-type: none"> • Wipe down/sanitise shared equipment before and after use. This may include keyboard, mouse, phone, chair, desk areas, screens, vans, cleaning equipment, printer keys. Dispose of wipes in bins provided. • Do not share equipment with colleagues. Each person to use the same PC machine throughout any shift, cleaning before use. • Avoid any sharing of equipment, where possible place name labels on equipment. • Drivers will sanitise their van before and after use. • Gloves will be available if required and for specific task covered within this risk assessment however guidance is that they are not necessary if social distancing and regular hand washing are maintained. • Staff to use cleaning wipes provided by WCC on their WCC equipment and not on any schools/pupils/third party 				
--	--	---	--	--	--	--

		<p>equipment. If staff members take wipes into schools/third party settings, they should out of courtesy let schools/third parties know.</p> <p>Cleaning and servicing returned stock</p> <ul style="list-style-type: none"> • Musical instruments collected from schools prior to cleaning will be quarantined for 72 hours and stored in a separate part of the warehouse to reduce contamination risk. Gloves to be used when handling instruments pre quarantine • Only clean and service instruments that have been quarantined for 72 hours minimum. Check labels carefully. • Gloves should <u>not</u> be worn for post-quarantine instruments to prevent risk of re-contamination <p>Interaction points with customers/third parties</p>				
--	--	---	--	--	--	--

		<ul style="list-style-type: none"> • Equipment collection and delivery will be made by prior arrangement e.g.: music service will be following the 'instrument Return/Maintenance/delivery' guidance. • Gloves to be worn when collecting equipment. • Gloves must be removed and disposed of before leaving the area. • Attempt to minimise direct contact with any shared surface e.g. door handles etc. • If any paperwork needs to be examined this should be emailed in advance of any visit electronically ideally. • Staff to maintain social distance guidelines always • If a home visit is deemed to be necessary, the employees must adhere to the following guidance https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of- 				
--	--	---	--	--	--	--

		<p>personal-protective-equipment-ppe</p> <p>http://edrm/CSC/Corporate/COVID%2019/Guidance%20for%20staff%20completing%20home%20visits.pdf</p> <p>Work zones</p> <ul style="list-style-type: none"> • Staff to remain in designated 'work zone' throughout a shift • Only cross work zones with the express agreement of those working in that zone and by maintaining social distancing <p>Contractor visits Where a contractor site visit is necessary, contractor and visitor interaction will be reduced by careful scheduling of such a visit, where possible. If non WCC contractors' staff to request a copy of their current risk assessment.</p>			
Higher risk of contraction of COVID-19	Employees – Vulnerable employees with higher risk conditions/	Managers will complete a reinstatement checklist with each member of staff to identify those who are vulnerable or at higher risk. If appropriate an individual	MEDIUM	Managers to ensure completion and monitor for any actions.	

	characteristics	<p>risk assessment will then be completed.</p> <p>Where an employee is assessed as falling into a high-risk category, but they are still required in the workplace, managers will consider placing them in a lower (COVID-19) risk role or work environment such as continuing to allow them to work from home as much as possible.</p>				
New/different hazards in service activities	<p>Employees, contractors, members of the public and visitors</p> <p>Unknown/ increased risks</p>	<p>PPE – Gloves will be available if required, however guidance is that they are not necessary if social distancing and regular hand washing are maintained.</p> <p>Employees must follow the latest guidance regarding wearing face masks and coverings, relevant to the setting they are working in: https://warwickshiregovuk.sharepoint.com/sites/Coronavirus/SitePages/Protecting%20yourself%20and%20caring%20for%20others/Face-coverings.aspx</p> <ul style="list-style-type: none"> • If wearing a face covering, please refer to the government guidance for the safe use and disposal of face coverings. 	MEDIUM			

		<ul style="list-style-type: none"> If an employee wishes to use gloves, the virus can still be transferred to any surface. If an employee touches their face whilst wearing the gloves, they could contract the disease. Frequent hand washing is recommended. <p>Where PPE is required for staff managers to order from the dedicated email cv19ppe@warwickshire.gov.uk</p>				
--	--	--	--	--	--	--

HSW assessed for suitability and sufficiency: (print name)	Emma Phillips	Date:	22nd July 2020
Service Manager sign off: (print name)	Sarah Tregaskis	Date:	22.07.2020
Tactical Cell Group approval:	Approved virtually by Tactical Cell Group	Date:	23 July 20

COVID-19 Risk Assessment Log

Risk Assessment(s) for (Activity/Process/Operation)	Education Delivery Services
--	------------------------------------

This form can be used to record and demonstrate that the above risk assessment(s) has been provided to relevant employees (as below) to inform them of the risk assessment findings (i.e. the hazards, risks, and control measures associated with their work).

Name of Persons involved in the Activity/ Process/ Operation	Signature	Date
Shared with T4 managers via email on 24.07.2020	Sarah Tregaskis	24.07.2020
Updated on 14 August and shared with T4 managers via email	Sarah Tregaskis	14.08.2020
Updated on 03 September and shared with T4 managers via email.	Sarah Tregaskis	03.09.2020
Updated on 17 September and shared with T4 managers via email	Sarah Tregaskis	17.09.2020
Updated on 25 September and shared with T4 managers via email	Sarah Tregaskis	25.09.2020