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|  | **COVID-19 Individual Employee Risk Assessment (H&S Update – May 2020)** |  |

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| **Operations/Work Activities covered by this assessment:** | COVID-19: implementing protective measures FOR INDIVIDUALS in education settings | | |
| **Site Address/Location:** | [NAME AND ADDRESS OF SCHOOL] | **Individual / employee:** | [INSERT INDIVIDUALS NAME] |
| **Note:** A person specific assessment **MUST** be carried out for young persons, pregnant women and nursing mothers | | | |

| Hazards  Considered  *Step 1 (Clause 3.1)* | Who might be  harmed and how  *Step 2*  *(Clause 3.2)* | Existing Control Measures:  *Step 3*  *(Clause 3.3)* | | Risk Rating | | | | Further action *Step 3*  *Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)* | Actions Step 4 (Clause 3.4) | | | | Risk Rating | | |
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| Likelihood | Severity | Risk Rating | | Who | When | | Complete | Likelihood | Severity | Risk Rating |
| *(Name)* | *(Date)* | | *(Date)* |
| Individual identified as at increased risk and exposed to COVID-19. | Individual, employees, pupils, contractors and visitors may be exposed to COVID-19. | Identify individual who is classed as clinically extremely vulnerable and clinically vulnerable.  **Clinically extremely vulnerable individual is advised not to work outside the home.**  **Clinically extremely vulnerable individual is advised to rigorously follow shielding measures in order to keep themselves safe. Individual in this position is advised not to attend work.**  **Clinically vulnerable individual is advised to take extra care in observing social distancing and should work from home where possible.**  Determine if the employee is able to (continue) to work from home.  If clinically vulnerable (but not clinically extremely vulnerable) individual cannot work from home, they should be offered the safest available on-site roles, staying 2m away from others wherever possible. The individual may choose to take on a role that does not allow for this distance if they decide to do so. If they have to spend time within 2m of other people, settings **MUST** carefully assess and discuss with them whether this involves an acceptable level of risk.  Line Manager to discuss medical needs disclosed by individual and support mechanisms implemented.  Regular communication with staff working from home. Staff must not be disadvantaged by not being present on site.  Arrangements implemented to support additional needs of individual attending school **MUST** be documented within the individual risk assessment (i.e. expectant mothers). | |  |  |  | | Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via:  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  Government guidance on staying alert and safe (social distancing) for clinically vulnerable is available via:  <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>  NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/> |  |  | |  |  |  |  |
| Pregnant individual clinically extremely vulnerable to COVID-19. | Individual, employees, pupils, contractors and visitors may be exposed to COVID-19. | Individual identified as clinically extremely vulnerable individual is advised not to work outside the home.  Clinically extremely vulnerable individual is advised to rigorously follow shielding measures in order to keep themselves safe. Individual in this position is advised not to attend work.  Arrangements implemented to support additional needs of individual working from home **MUST** be documented within an additional new and expectant mothers risk assessment. | |  |  |  | | Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via:  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  Government guidance on staying alert and safe (social distancing) for clinically vulnerable is available via:  <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>  NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>  The Management of Health and Safety Regulations (Regulation 18) requires that a risk assessment for new and expectant mothers is completed. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process (in addition to this individual risk assessment).  This risk assessment template is available on the Nottinghamshire Schools Portal at:  <https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment>  Both parties **MUST** sign the risk assessment. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment **MUST** be reviewed by both the individual and manager regularly and updated to reflect any changes to arrangements. |  |  | |  |  |  |  |
| Pregnant individual clinically vulnerable to COVID-19. | Individual, employees, pupils, contractors and visitors may be exposed to COVID-19. | Clinically vulnerable individual is advised to take extra care in observing social distancing and should work from home where possible.  Determine if the employee is able to (continue) to work from home.  Pregnant employee in school – If they have to spend time within 2m of other people, settings **MUST** carefully assess and discuss with them whether this involves an acceptable level of risk.  Line Manager to discuss medical needs disclosed by individual and support mechanisms implemented.  Arrangements implemented to support additional needs of individual attending school **MUST** be documented within an additional new and expectant mothers risk assessment. | |  |  |  | | The Management of Health and Safety Regulations (Regulation 18) requires that a risk assessment for new and expectant mothers is completed. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process (in addition to this individual risk assessment).  This risk assessment template is available on the Nottinghamshire Schools Portal at:  <https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment>  Both parties **MUST** sign the risk assessment. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment **MUST** be reviewed by both the individual and manager regularly and updated to reflect any changes to arrangements. |  |  | |  |  |  |  |
| Employee living with an;   1. Individual who is extremely clinically vulnerable, or 2. Individual who is clinically (but not extremely clinically) vulnerable | Individual, employees, pupils, contractors and visitors may be exposed to COVID-19. | Determine if the employee is able to (continue) to work from home.  Individual living in a household with someone who is extremely clinically vulnerable it is advised they only attend their education or childcare setting if stringent social distancing can be adhered to, and in the case of children, they are able to understand and follow those instructions.  If stringent social distancing cannot be adhered to then the individual is not expected to attend. In this case they should be supported to learn or work from home.  Individual living with someone who is clinically vulnerable (but non clinically extremely vulnerable), including those who are pregnant can attend their education or childcare setting. | |  |  |  | | Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via:  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> |  |  | |  |  |  |  |
| Individual within the same household as individual symptomatic or confirmed case of COVID-19. | Individual, employees, pupils, contractors and visitors may be exposed to COVID-19. | Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family.  [State name(s) / role(s)] to monitor staff absence related to COVID-19.  Seek advice from your HR provision if required for advice on reporting absence. | |  |  |  | | NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/> |  |  | |  |  |  |  |
| Individual displays symptoms of COVID-19 whilst at work in school. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Individuals able to recognise key COVID-19 symptoms in themselves and colleagues.  The Government stay at home guidance **MUST** be followed if staff become unwell with;   * A new continuous cough, or * A high temperature * Anosmia (los of or change in normal sense of smell. It can also affect sense of taste)   If individual feels unwell with the above symptoms during the school day they **MUST** go home.  999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.  A record **MUST** be kept of everyone the person has been in contact with and monitor for 14 days.  If individual has specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.  Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with **MUST** be suitably cleaned and / or disinfected. The Government guidance **MUST** be followed for cleaning non-healthcare settings.  Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases **MUST** be managed by:   * Placing in a plastic rubbish bag – tied when full. * Plastic bag placed in a second bin bag and tied. * Bins **MUST** be emptied regularly throughout the day.   Stored for at least 72 hours before it can be placed in normal waste disposal facilities.  Individual and members of their household who are experiencing COVID-19 symptoms are eligible for testing.  Line Manager to maintain regular contact with individual staff member during periods of absence and seek further advice from HR where required. | |  |  |  | | NHS guidance relating to coronavirus symptoms is available at: <https://www.nhs.uk/conditions/coronavirus-covid-19/>  The government stay at home guidance is available at:  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  Staff who have supported unwell colleagues (with a new, continuous cough, high temperature or anosmia) do not need to go home unless they develop symptoms, or the individual subsequently tests positive. Staff **MUST** wash hands thoroughly for 20 seconds after any contact with someone who is unwell.  Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>  If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:   * Fire risk * Impede emergency exit routes * Trip hazard.   All essential workers, and members of their households who display symptoms of COVID-19 can be tested. Employers can register and refer self-isolating staff, and employees are able to book a test directly for themselves or members of their households who are exhibiting symptoms.  Employees can choose to visit one of the drive-through testing sites across the country or receive a home testing kit.  To obtain a login to the employer referral portal, employers of essential workers should contact: [portalservicedesk@dhsc.gov.uk](mailto:portalservicedesk@dhsc.gov.uk)  The government guidance on coronavirus (COVID-19) getting tested is available via:  <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> |  |  | |  |  |  |  |
| Individual will transmit COVID-19. | Individual, employees, pupils, contractors and visitors may be exposed to COVID-19. | All those within the school, including, individual, teaching staff, support staff, pupils, visitors and contractors **MUST** follow current advice.  Signage will be displayed around school to indicate any local arrangements e.g. for parents and visitors on arrival to site.  All staff, pupils, contractors and visitors are required to wash their hands at regular intervals throughout the day.  Staff to reinforce messages (to pupils and others) to;   * Avoid touching eyes, nose and mouth with unwashed hands. Wash hands immediately after doing so. * Catch it, Bin it, Kill it. Cover cough / sneeze with tissue, throwing tissue in the bin and washing hands. * Lidded bins **MUST** be used.   Tissues provided in classrooms.  Where a sink is not nearby, hand gel (of at least 60% alcohol content) in classrooms / other learning environments.  Use of hand gel and accessibility to children is risk assessed within a COSHH assessment and MSDS sheet is available. Specific consideration to ingestion and fire. Note: hand washing is more effective than the use of hand gel.  Social distancing **MUST** be maintained wherever possible ensuring that the individual, staff and pupils are spaced 2m apart at all times. | |  |  |  | | All staff, pupils, contractors and visitors will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying;   * Before leaving home * On arrival at school * After using the toilet * After breaks / sporting activities * Before food preparation * Before eating any food (inc. snacks) * Before leaving school   Staff to supervise young children to ensure they wash their hands for 20 seconds with soap and water.  [State name(s) / role(s)] will be responsible for checking stocks of soap and hand drying facilities each day. Staff to report any issues.  Share key messages of hand hygiene with parents / pupils.  Government guidance relating to implementing protective measures in education and childcare settings is available via:  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>  Social distancing in school will include;   * Sitting children at desks that are 2m apart * Ensuring everyone queues and eats 2m apart * Keeping 2m apart when in the playground or doing any physical exercise * Visiting the toilet one after the other * Staggering break times * Putting guidelines on the floor in corridors (remove items which may restrict distancing e.g. food trolleys, coats etc.) * Avoiding unnecessary staff gatherings e.g. face to face staff meetings.   Social distancing for very young children will be harder to maintain. School to implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for. |  |  | |  |  |  |  |
| Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions | | | | | | | | | **Review Date (*Step 5*):** | | | | | | |
| **Assessors Signature:** | | | **Date:** | | | | **Authorised By:** | | | | **Date:** | | | | |
| **Individuals Signature** | | | **Date** | | | |  | | | | | | | | |

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| **Potential Severity of Harm** | High **(e.g. death or paralysis, long term serious ill health)** | Medium | High | High |
| Medium **(an injury requiring further medical assistance or is a RIDDOR incident)** | Low | Medium | High |
| Low **(minor injuries requiring first aid)** | Low | Low | Medium |
|  |  | Low  **(The event is unlikely to happen)** | Medium  **(It is fairly likely it will happen)** | High  **(It is likely to happen)** |
|  |  | Likelihood of Harm Occurring | | |

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| **Risk Definitions** | |
| **Low** | Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed. |
| **Medium** | Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy. |
| **High** | Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category **MUST** have a written method statement/safe system of work and arrangements **MUST** be made to ensure that the controls are maintained and monitored for adequacy. |