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|  | **COVID-19 Individual Employee Risk Assessment (H&S Update – July 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 |
| --- | --- | --- | --- | --- | --- | --- |
| 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. Determine if the employee is able to (continue) to work from home.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 who are clinically extremely vulnerable is available via:<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>Government guidance on staying alert and safe (social distancing) is available via:<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>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/>Individual vulnerabilities must also be considered and appropriate controls implementing. Such vulnerabilities to COVID-19 may include:* Age
* Ethnicity
* Sex
* Underlying health conditions
* Pregnancy

Head Teachers **MUST** consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.Consider and where appropriate make reasonable adjustments to reduce the risk of exposure to the virus, which may in some cases, depending on medical advice, include working from home or working in school with agreed amended duties. |  |  |  |  |  |  |
| 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 who are clinically extremely vulnerable is available via:<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>Government guidance on staying alert and safe (social distancing) is available via:<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>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>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>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/self-isolation-and-treatment/> |  |  |  |  |  |  |
| 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
* A loss of or change in their normal sense of taste or smell (anosmia).

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. 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.The area around the person with symptoms **MUST** be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. The Government guidance for cleaning non-healthcare settings **MUST** be followed.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
* Placed in a suitable and secure place and marked for storage until the individual test results are known.
* Waste can be disposed of when a negative test results are known or after the waste has been stored for 72 hours.

Follow NHS Test and Trace process.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/>Symptomatic individuals must self-isolate for at least 7 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic individual first had symptoms. 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 colleagues / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace. Everyone **MUST** wash their hands thoroughly for 20 seconds with soap and running water 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
* Away from pupils
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| Management of a confirmed case of COVID-19 amongst the school community. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Senior Leadership must ensure they understand the NHS Test and Trace process and how to contact the local Public Health England health protection team.Communicate to staff and parents the arrangements for NHS Test and Trace and their responsibility to follow requirements. Request staff and parents to inform school immediately of the results of a test and take action accordingly.Take immediate action to contact the local health protection team once aware of someone who has attended school has tested positive for COVID-19.The local health protection team will support the school and guide them through actions. This will include sending home individuals who have been in close contact with the person testing positive advising them to self-isolate for 14 days. A record of pupils and staff in each group and any close contact that takes place between children and staff in different groups **MUST** be maintained to support the NHS Test and Trace initiative. This must be a proportionate recording process and not overly burdensome. The names or details of people with COVID-19 **MUST** not be shared unless essential to protect others.Evidence of negative test results or other medical evidence **MUST** not be requested before admitting children or welcoming them back after a period of self-isolation. If two or more confirmed cases are received within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, then work must continue with the local health protection team to act to reduce a possible outbreak.Develop contingency plans for possible local outbreaks. |  |  |  | Contact information for local Public Health England health protection teams are available via:<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>Staff to be informed of the NHS Test and Trace process and their responsibilities to follow requirements via [insert communication method e.g. staff meetings, email etc.].Parents provided with information about NHS Test and Trace process and their responsibilities to follow requirements via [insert communication method e.g. newsletter, text etc.].The NHS Test and Trace process includes:* Staff and pupils **MUST** not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school.
* Book a test if displaying symptoms via: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
* Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace.
* Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19.

COVID-19 tests can be booked via the links below:* <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
* <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
* Ordered by phone NHS 119 (for those without access to the internet).

On receiving test results the following action must be taken:* A negative test result – if they feel well and no longer have COVID-19 symptoms they can stop self-isolating. Other members of their household can stop self-isolating.
* A positive test result – follow the stay at home guidance and **MUST** continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Continue to self-isolate if they have a high temperature – until it returns to normal. Other members of their household should continue self-isolating for the full 14 days.

To assist with the NHS Test and Trace Process, close contact means:* Direct close contacts – face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin).
* Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual.
* Travelling in a small vehicle with an infected person.

In some instances, a positive case of COVID-19 may require reporting to the Health and Safety Executive (HSE) under the RIDDOR Regulations 2013:* An unintended incident at work has led to someone’s possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
* A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease, or;
* A worker dies as a result of occupational exposure to coronavirus.

Before submitting the RIDDOR report please contact the H&S Team for further advice and support via hands@nottscc.gov.uk. |  |  |  |  |  |  |
| Individual will transmit COVID-19. | Individual, employees, pupils, contractors and visitors may be exposed to COVID-19. | Individuals (including staff, pupils, visitors, contractors etc.) **MUST** not come into school if they have COVID-19 symptoms or have tested positive in the last 7 days.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
* When changing rooms
* Before food preparation
* Before and after eating any food (inc. snacks)
* Before leaving school

Staff to supervise young children and pupils with complex needs to ensure they wash their hands for 20 seconds with soap and running 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 for full opening: schools is available via:<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>Social distancing in school will include;* Sitting children side by side at desks facing forward that are spaced 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. |