

RISK ASSESSMENT CHILDREN, STAFF, PARENTS PREMISES	
Establishment: Great Dunmow Primary School	Assessment by: S FORBES
Date: 4/7/20	

Task	Hazard Identified	Who and why potential risk	Existing controlled measures	Additional measures	Residential Risk					
					1	2	3	4	5	
Staff Awareness Coronavirus	(COVID-19) (CV19)	EMPLOYEES Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures. (including those considered at increased risk)	1. NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading the virus this is well publicised outside of the work environment. 2. Advice on risks, symptoms and control measures has been passed onto <u>employees</u> to reinforce PHE guidance. 3. Government advertisements highlighting the risks of CV19. 5. Any meetings should take place via conference calls so to prevent needless contact	1. Safety Alerts and posters reinforce PHE advice. 2. SFF to produce briefing for all staff 3. Advice on risks, symptoms and control measures has been passed onto <u>employees</u> to reinforce PHE guidance. 4. Regular updates to ensure the business is aware of developments, changes to guidelines etc and communicates to staff 5. Staff issued with sanitiser, wipes and face masks / visors where requested for close proximity working that is otherwise unavoidable. 6. Consideration will be given to those employees who may be deemed to be at increased risk, business approach to work at home, furlough, letters advising of specific controls to be taken when at work						5
Self isolation	Coronavirus (COVID-19) (CV19)	Employees Employees are not aware of the need to self-isolate or how to self-isolate	1. NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/ 2. Government advertisements highlighting the risks of CV19 and self-isolating requirements 3. Extremely vulnerable individuals have been contacted by NHS	1. Prior and upon re-opening, a brief is given to all staff on the process to follow including advice on self isolating						5
Working in Staff Areas	Coronavirus (COVID-19) (CV19)	EMPLOYEES Employees are not following Social Distance guidelines	1. Staff adhere to social distancing restrictions for all tasks. 2. Where 2m is not possible, masks / visors should be considered							5
Food Lunch Areas	Coronavirus (COVID-19) (CV19)	EMPLOYEES Employees are not following Social Distance guidelines	1. Ensure 2m distance sanitise stations to be used before lunch or snack, if not possible masks / gloves visors should be considered by staff							5

Toilet facility	Coronavirus (COVID-19) (CV19)	Members could be in a close confined environment and touching items bare hands	<ol style="list-style-type: none"> 1. Toilet to be cleaned sprayed with safe zone plus after every use - child sanitise. This product 2. Toilet to be maned when in use 3. Log data sheet when toilet is cleaned and by whom 4. Always wear gloves and masks when cleaning toilets 5. Portable toilet would make access and cleaning easier 	<ol style="list-style-type: none"> 1. Determine maximum capacity of toilet of 1 person and install signage insisting one in one out 2. Encourage open air ventilation 3. Stagger break times so toilet can be used more over period of time 4. Staff to supervise the above is implemented on every visit 5 Toilet open when not in use 					5
Customer Facing Roles	Coronaviruses (COVID-19) (CV19)	EMPLOYEES Employees being infected by customers while working on site	<ol style="list-style-type: none"> 1. Social distancing mandated for all staff 2. Regular signage across the site reminding of social distancing 3. Staff issued with a pack of pocket tissues and an anti-bacterial hand gel In addition, face-masks have been provided for use where social distance of 2m cannot be maintained. 4. Signage promotes hand hygiene wash / sanitise your hands as often as possible 5. Guidance on putting on and removing face masks and disposal process 6. Cashless business on re-opening. 7. Remind staff daily to sanitise hands regularly 8. Remind daily to keep 2 meter distance 	<ol style="list-style-type: none"> 1. Common touch points are wiped down by as part of daily schedule in addition, the application of Zoono to common parts is being undertaken 2. Staff protective items not shared 3. If you are ever in a situation where social distancing could be compromised, to have a mask on their person to wear 					5
All Employee Customers	Coronaviruses (COVID-19) (CV19)	EMPLOYEE / CUSTOMERS Someone becomes ill within the site with COVID 19 symptoms	<ol style="list-style-type: none"> 1. Person will be moved to a designated area which is at least 2 metres away from other people, following the guidance on suspected COVID-19 case on site 2. The individual will be sent home and advised to follow NHS guidance online 3. The workplace will be decontaminated following Governmental guidance 	<ol style="list-style-type: none"> 1. Testing facility available to all workers COVID 19 2. Staff will be encouraged to be tested and self-isolate where contact has been made if any symptoms observed 3. Colleagues who have had contact with a potentially symptomatic person will be made aware of the symptoms and advised to contact NHS 111 for guidance. Colleagues advised to monitor for any symptoms over following 7 days 4. Consider making a record of all visitors to the kids activities so easy use too track and trace purposes 					4

First Aid	Coronaviruses (COVID-19) (CV19)	<p>EMPLOYEES Employees are exposed to risks from CV19 due to providing First Aid in the workplace</p>	<ol style="list-style-type: none"> 1. Advice can be given from a distance with medical supplies such as plasters and wipes placed between yourself and the injured party ensuring no physical contact unless PPE used 2. Ask others who are not involved in aiding to stay at least 2 metres away from the individual. 3. If the situation is more serious and CPR is required, you should dynamically risk assess whether you should provide CPR, the PPE within the first aid kit, disposable gloves, apron etc. should be used, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only - ideal use a plastic cover breaths whilst breaths are needed. 4. If a decision is made in the event of asphyxia arrest, mouth-to-mouth ventilation is applied, use a resuscitation face shield where available. Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days 	<ol style="list-style-type: none"> 1. New First Aid Policy is confirmed 2. Surgical mask available 3. All incidents requiring first aid should be assessed from a distance of 2m if possible 4. If the customer was showing signs of infection the area should be cleaned when the individual has been moved away 5. Spare plastic CPR face shields will be purchased with the risk COV19 too protect all parties 				
First Aid	Coronaviruses (COVID-19) (CV19)	<p>Customers Employees administering first aid - child and staff member at risk</p>	<ol style="list-style-type: none"> 1. Gloves and masks are put on immediately 2. Advice can be given from a distance with medical supplies such as plasters and wipes placed between yourself and the injured party ensuring no physical contact unless PPE used 3. Ask others who are not involved in aiding to stay at least 2 metres away from the individual. 4. If the situation is more serious and CPR is required, you should dynamically risk assess whether you should provide CPR, the PPE within the first aid kit, disposable gloves, apron etc. should be used, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only - ideal use a plastic cover breaths whilst breaths are needed. 5. If a decision is made in the event of asphyxia arrest, mouth-to-mouth ventilation is applied, use a resuscitation face shield where available. Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days 	<ol style="list-style-type: none"> 1. New First Aid Policy is confirmed 2. Surgical mask available 3. All incidents requiring first aid should be assessed from a distance of 2m if possible 4. If the customer was showing signs of infection the area should be cleaned when the individual has been moved away 5. Spare plastic CPR face shields will be purchased with the risk COV19 too protect all parties 				4

Removal and disposal of Face masks and gloves	Coronaviruses (COVID-19) (CV19)	EMPLOYEES Transfer of virus to hands and face during removal and disposal of gloves and masks resulting in infection		<ol style="list-style-type: none"> 1. Guidance on good practice for putting on and removing face masks for infection control. 2. Guidance on disposal of used facemasks 3. Specific wheelie bins provided with internal bags for disposal 4. Wheelie bins isolated for 72 hours in a quarantine zone to avoid contaminating other waste bins, sufficient bins available to rota isolation bins and in use bins. 5. Hand washing required when putting on or removing face mask using either soap and water or hand sanitiser. 6. Hand sanitiser available to staff with refill station at POP and BEC depot 7. Awareness of heightened risk of infection as a result of potential virus build up whilst wearing gloves 					5
Customer Awareness	Coronaviruses (COVID-19) (CV19)	CUSTOMERS Customers are not aware of the risks from CV19 and become infected due to lack of awareness of control measures. (including those considered at increased risk)	<ol style="list-style-type: none"> 1. NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading the virus this is well publicised outside of the work environment 2. Advice on risks, symptoms and control measures has been passed onto <u>employees</u>.to reinforce PHE guidance 3. Government advertisements highlighting the risks of CV19 	<ol style="list-style-type: none"> 1. Safety Alerts and posters reinforce PHE advice. 2. AER to produce briefing for all customers on arrival 3. Sanitiser, wipes and face masks available 4. Regular updates throughout site and booking website www.scottforbesfitness.co.uk 					5

Access point outside area personnel / vehicle	Personnel / Moving vehicles entering or leaving premises	Customers struck by moving vehicle	<ol style="list-style-type: none"> 1. Personnel/Contractors that require access will be escorted with high visual jacket - 0-5 miles an hour - act as lollypop person this main area would be the access gate. This gate will be shut or monitored 2. Staff to supervise safe area drop and collection point - half gates closed so no through way for any vehicle's - contractors notified of time slots before hand continued communication 3. Children will be notified and areas marked for activities and notified of areas not allowed to enter or try and enter 4. Wet play activities two marques will be in place for children wanting to be in the dry - these area will consist of tables, wet play activities and distancing regulated per metre with number of children at camp in line with Gov at that time 						4
External school maintenance work	External work equipment outside	Children and staff tripping	1. Any items outside of classrooms that potentially could cause tripping hazards or others - this area will be sectioned off with Red tape indicating no go area.	1. Any new areas that are deemed unsafe to enter personnel will be given a health & safety brief on arrival and again later so fully understood					5
Numbers of people on site	Coronaviruses (COVID-19) (CV19)	CUSTOMERS Number of people on site results in being unable to conduct social distancing effectively	<ol style="list-style-type: none"> 1. Timed capacity Management from day 1 2. Max 20 visitors initially 3. Staff at entry point to brief visitors on measures in place 4. (visitors) in the queue at a time with social distancing 5. Marked dotted flooring to indicate social distancing measures 	<ol style="list-style-type: none"> 1. One way in and out cones with tape and marked flooring so members are shown again distancing lanes on arrival and departure are in place 2. Pre-set up zones with marked distancing for easy visual directional use 					5

Managing interactions between different customers on site 21.06	Coronaviruses (COVID-19) (CV19)	CUSTOMERS Catching virus from contaminated surface within activities	EQUIPMENT cleaned with Zoono every 10 days. Zoono is used by London Underground and kills germs on impact. It grabs onto objects for 30 days and cannot be wiped off. We will be re-spraying every 10 days. 2. spot cleaned after every activity. 3. Initial opening - numbers limited to create isolated areas. 4. Multi-items such as Nerf War - gloves will be given to children that still will require sanitation for repeat use of individual. 5. Any children that do not follow rules or decide to chew any objects or bullets will be taken off activity and objects discarded or cleaned safely							5
Managing interactions between different members on site	Coronaviruses (COVID-19) (CV19)	CUSTOMERS Catching virus from SFF staff, facilities and equipment	1. Use of enhanced cleaning product 2. Additional daily cleaning. 3. Dedicated time slots for members to use equipment	1. Optional masks & gloves available for customers. 2. On opening for a period of time, staff who interact with customers to wear masks						5
Managing interactions between different members on site	Coronaviruses (COVID-19) (CV19)	CUSTOMERS Catching virus from Play Equipment	1. Social distancing measures in place for the site and equipment 2. one way system in place to stagger visit to play equipment entrance / one in one out toilet. 3. Timed event in place to ensure chance for people to play on equipment 4. Play equipment cleaned with zoono every 10 days. (It stays on for 28 days) 5. Cleaners will be on site regularly cleaning all touch points. 6. 3 hand sanitiser points around play area to use 7. Staff will be available to observe area and ensure being used responsibly	3 1. Optional masks & gloves available for customers. 2. On opening for for a period of time, staff who interact with customers to wear masks						5
Access & Gates/ cocks	Open / unattended gates	Missing child or open for public	1. A main key holder will be able to access exit gates for collection off members	1. Staffing will be notified of any access points when open 2. Set up regular head counts for the members 3. Members are walked around the outdoor site showing their areas of activities and areas they are not allowed to try and get too 4. Exit area is manned and signed for children only allowed to leave						5

Social media & data protection Illness medication allergy	Staff Pupils Visitors Contractors	Data Protection	1. All members will have to sign a booking form giving permission to receive first aid / epicentre injection / data protection / photo used for social media before attending courses						5
Near miss accident forms	Staff Pupils Visitors Contractors	Accruing near misses are likely to cause harm if not addressed by staff.	All near misses will be logged and kept at our designated first aid officer	1. Staffing to notify and flag up any near miss incident so further measures can be put in place					5
Staff conditions accidents / near misses	Staff Visitors	Health and Safety of staff	1. All staff to receive our risk Assessment and a site tour and responsibilities - times duties in line with our camp schedule - Staffing toilet will be separate too the children's. 2. Staff clothing will be given out and only to that staff member to slow the risk of contamination 3. All staff briefed of COV 19 updated by Gov so up too date procedures can be implemented	1. Staff are asked in line with cleanliness and cleaning stations to lead by example and take precautions required 2. Staff given choice to wear face masks and are made too feel looked after and more importantly well informed of kids and staff activities safety procedures					5
In case of missing child	Staff Pupils Visitors Contractors	Missing child through access points	1. All members asked to line up at emergency point on field as head coach is taken 2. Child identified and staff will sweep the area to find child 3. If child can not be found local authority will be notified within 7 minutes as staff extend their search to hot spot areas near by 4. Ratios looking after children at emergency point are met	1. Staff is placed at specific points for maximum over-site of activities 2. Regular head counts can be taken 3. Specific children can be identified as high risk of wondering in areas of the school they are not allowed - and watched more closely					5
Fire Property damage Smoke inhalation Physical injury Burns	Staff Pupils Visitors Contractors	Fear of death or injury	1. All members will meet at the emergency check point away from the school for registration and head counts. Exit will be cleared or decided on						5
Poor Water Quality	Coronaviruses (COVID-19) (CV19)	Germs can be easily transferred by sharing drinking facilities	1. Any child that has no drinking water will be given bottled water sealed and child name written on bottle. 2. All drinking bottle to be returned to own bag - prevent situation of using somebody else's bottle. 3. Any snacks given to children will be packaged so no handling of food by others.	1. Emergency supplies will be stored for dehydration so there is always clean fresh water available for anyone who requires					4

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.