

This is to be used in conjunction with the updated regular risk assessment which now includes the checklist for building Re-occupation - PT

### Covid-19 Specific Risk Assessment(s)

Area/Room	Persons Affected /Number	Assessor(s)	Date of Assessment	Review Date(s)									
<b>ICM – 34 St Matthews Street – Coronavirus edition</b>	<ul style="list-style-type: none"> <li>○ Staff</li> <li>○ Learners</li> <li>○ Family members</li> <li>○ Volunteers</li> <li>○ Young people</li> <li>○ Contractors</li> <li>○ Other Visitors</li> </ul>	Peter Tetley – Health & Safety L2 Qualified	<b>7/7/2020</b>	<b>7/10/20</b>									
Hazards Identified	Current Risk Rating			Existing Control Measures	Risk Rating with action point controls			Action Points			T: Target Date	C: Completed	S: Signature
Spreading of the Covid-19 virus	L 3	S 10	RR 30	Social Distancing measures, teaching methods adopted:  Virtual Learning – contact with learners maintained via social media, lessons delivered on Zoom Google Meet etc.	L 1	S 10	RR 10	Identify Learners who lack access to computers at home – prioritize the more vulnerable e.g. BAME prior to reopening – schemes of work for shielding and clinically vulnerable learners – any in extremely and clinically vulnerable groups NOT to attend. Alternative provision delivered virtually or by post.	T 15 <sup>th</sup> July	C Y	S PK		
Staff spreading virus to learners	3	10	30	Registering as key workers under employer portal. Get staff etc tested for virus asap	1	10	10	ICM registered under employer portal. Done. Testing awaited Record of all visitors kept including contact details, so can inform of any risk of transmission. Staff to wear PPE and have temperature tested each day. Learners asked to wear mask, we will provide if they don't have their own.	15 <sup>th</sup> July	Y	PK		
Working in overcrowded conditions etc conducive to the spread of the virus. Too many staff or learners on site at any one time.	5	10	50	Staggered return to classroom settings. Only 1 in 4 of learners to be taught in class at the same time (Max of 5 learners) Multiple separate classes in a day.(if possible)	1	10	10	Limit number of staff on-site to those only necessary for H&S and quality delivery.  Prachi to investigate possibility of using larger, well ventilated venues suitable as classrooms e.g. International Church	15 <sup>th</sup> July	Y	PK		

Avoidable bottlenecks crippling social-distancing	3	10	30	One-way system of travel through building to avoid any bottlenecks / congregation of people in confined spaces	1	10	10	Visitors accepted by appointment only. On arrival visitors to ring bell and wait outside. One-way system arranged. Front door through to rear entrance. Fire doors can temporarily be kept open to aid smooth flow of traffic. Review in October. Bulk suppliers advised to turn up outside lesson times so rear door can be used.	7/7/20	Y	PK
Areas within office where social distancing is impossible are closed off	5	10	50	Social distancing not possible in "communal" kitchen. Closed during lesson times. Use of the toilet will be discouraged. If used, the learners will be asked to use antibacterial wipes to wipe the toilet seat, handle and sink down.  Learners bring own drinks and containers. (and equipment – laptops, pens etc)	0	10	0	As now agreed PPE stocks maintained in toilets, necessary signage in place	7/7/20	Y	PK
Not Keeping your distance	5	10	50	Floor Hazard tape and other Signage to maintain "2 metre rule"	1	10	10	Sufficient Signage in place by re-opening day. Floor tape hazard warning. Staff to wear PPE and/or remain behind Perspex screens. Translations of all H&S clearly displayed/available for non-english speakers.	15 <sup>th</sup> July	Y	PK
Person to Person Transmission	3	10	30	Sanitation stations at building entrance, exit and the classroom – Hand sanitizer in good supply, tissue wipes. Other necessities	1	1	10	Perspex screening to be purchased as appropriate and then set up to protect against coughs/sneezes spreading virus	15 <sup>th</sup> July	Y	NP

Failure to use all necessary anti-viral life-saving, health preserving procedures	3	10	30	<p>Provision of PPE including masks and gloves for those without them when necessary</p> <p>People will be asked to wash their hands thoroughly for 20 secs before arriving in class whenever possible as per PHE guidelines</p> <p>Lidded bins available for all tissues and other detritus</p>	1	10	10		15 <sup>th</sup> July	Y	PK
Perceived extra risk from aging Air-conditioning system blowing Air round in circles (evidence is mixed on this one)	1.5	10	15	Replaced as method of office ventilation with open classroom doors and office window.	1	10	10	Ventilator being purchased/rented – Marty to install –	15 <sup>th</sup> July	Y	PK
Someone coming in who is already suffering from the virus or showing symptoms – (persistent cough, and high temperature – sudden loss of sense of taste and smell etc )	3	10	30	<p>Anyone suspected of having caught Covid-19 or displaying symptoms during the class to be isolated, and all appropriate measures followed in line with PHE advice. Similarly if someone who was in class is subsequently confirmed positive, follow PHE advice.</p> <p>All learners / carers are regularly reminded of what to do if members of their household need to self-isolate OR are confirmed as having the virus</p>	1	10	10	<p>First Aiders (and everyone else) made aware what to look for.</p>	15th July	Y	PK
								<p>Log incidences and symptoms – arrange procedure for notifying authorities – for test and tracing purposes, RIDDOR reporting. See Covid-19 policy doc for procedure to follow. All staff made aware of procedure before resuming work. Covid-19 cleaning protocol followed, contaminated waste kept closed and stored separately for 72 hours.</p> <p>Translations made available</p>	7 <sup>th</sup> July	Y	PK
Asymptomatic “carriers” transmitting disease	1.5	10	15	“2 metre rule” strictly adhered to throughout.	1	10	10	Staff to wear face masks/visors and/or remain behind Perspex screens	15/7/20	Y	PK

Shared materials spreading disease among classmates	1.5	10	15	Photocopying and paper usage minimized- use of laptops for classwork	1	10	10	Difficult to prepare for. Enforce the 2 metre rule.	7/7/20	Y	PK
Standards of cleanliness not being maintained throughout day/week	3	10	30	Between each class lesson, everything that needs wiping down is. Including door handles – with advised solutions and wipes according to Covid-19 cleaning protocol				All staff and classroom vols to receive ‘infection control’ training before resuming office based work	15 July	Y	PK
				Ensure all staff/volunteers understand the responsibility of cleaning down in their respective areas.				Prachi and Linda have agreed lesson plans and appropriate methods	15 <sup>th</sup> July	Y	PK
Seating too close together	3	10	30	Layout of classrooms pre-planned and put in place to keep learners 2 metres apart. Maximum occupancy of each room at any one time determined.	1	10	10	Prachi et al to decide on optimum placing of desks & or other room Furniture. Signage on entry to each room displaying maximum number of people permitted at any one time to maintain social distancing	15 <sup>th</sup> July	Y	PK
Blocking Fire escapes and other routes with relocated furniture	1	10	10	Check everything is set up for safe operation of classes Surely not.	0	10	0	Use VM checklist of items in conjunction with our regular Risk Assessment prior to reopening.	15 <sup>th</sup> July	Y	PK
In case of an emergency evacuation – fire alarm etc,	3	5	15	Maintaining social distance may actually result in more orderly and rapid exit. Make people aware of this if not already known.	1	5	5	Liaise with SRS – shared fire escape	15 <sup>th</sup> July	Y	PK
Risk of catching or spreading virus when administering first aid (by qualified 1 <sup>st</sup> Aider)	1.5	10	15	First Aid trained staff fully aware of increased risk and practices to adopt / PPE available as necessary.	1	10	10	Check that 1 <sup>st</sup> Aiders are up to date with training (particularly if methods changed because of Covid) Train up additional staff to ensure trained First Aider always on-site	Ongoing	Y	PK

Contractors or other visitors as source of infection	3	10	30	Contractors to provide suitable risk assessments for their activities on site and to include provisions on Covid-19.	1	10	10	Check schedule of maintenance on regular risk assessment. Ensure all planned or reactive maintenance is carried out out of school hours unless sudden emergency arises	7/7/20	Y	PK
Losing touch with latest Government Covid 19 advice (given pace of change)	10	3	30	Regularly review national guidance from PHE, NHS and the Govt. Check Suffolk schools H&S advice on Suffolk Learning.	3	3	9	Translations of key H&S information and procedures available			
Members of the public/other visitors wandering in uninvited	3	10	30	Clear Signage & warnings placed outside. All Entry other than learners for lessons preferably by appointment only. Admission bell. (outside of lesson time)	1	10	10				

**Likelihood (L)**

**Severity (S)**

1	3	5	8	10		1	3	5	8	10
Remote	Unlikely	Likely	V. Likely	Certain		No Injury	Minor	Lost Time	Severe	Fatal

**Risk Rating Table**

<b>Low</b>	<b>Medium</b>	<b>High</b>
1-19	20-49	50-100