



## COVID 19 Risk Management

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Department: Estates		Version: 2.0 <i>Published and for Sharing</i>
Activity: Working during a pandemic	Site: ALL	
People at Risk: Staff, contractors, members of the public.	Additional Information:	
Job Title: Estates Manager	Date of Assessment: 6th Nov 2020	Review Date: Ongoing

### Risk Evaluation

**This risk assessment sits within the general government advice regarding the control of COVID 19. Latest advice states that outdoors settings are lower risk generally. This does not not mean there is no risk in outdoor settings.**

## **Summary of essential measures;**

- **people who are ill stay at home**
- **robust hand and respiratory hygiene**
- **enhanced cleaning arrangements**
- **active engagement with NHS Test and Trace**
- **formal assessment of how to reduce contacts and maximise distancing between those on sites wherever possible and minimise potential for contamination so far as is reasonably practicable**

## **Where possible;**

- **group children together**
- **avoid contact between groups**
- **arrange learning spaces / seating areas to avoid face to face sitting**
- **staff maintaining distance from learners and other staff as much as possible**

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
COVID 19 in the environment when traveling to and from the worksite.	Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to overloading of health services.	H / M	<ul style="list-style-type: none"> <li>● Staff advised to travel directly from home to worksite and vice versa.</li> <li>● Staff advised to carry hand washing facilities in the vehicle in case they need to buy fuel on the way.</li> <li>● Staff made aware of the symptoms of COVID 19 and instructed maintain a safe distance from others.</li> <li>● Staff advised that where sharing lifts is necessary, to take the following precautions: only two people in the vehicle, wearing face mask/gloves and keeping the vehicle well ventilated with the windows down.</li> <li>● Staff questionnaire completed by <b>all staff</b> to ensure they have received and understood all guidance from the government and NHS surrounding COVID 19 and how to manage personal hygiene, and the hygiene of learners.</li> </ul>	M	<ul style="list-style-type: none"> <li>● Keeping up to date with government guidance.</li> </ul>
COVID 19 virus human to human contact.	Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to overloading of health services.	H / M	<ul style="list-style-type: none"> <li>● Work from home where possible.</li> <li>● World Wide Web used for meetings.</li> <li>● Arrangements made to socially distance and avoid contact.</li> <li>● Hand hygiene and attention to potential contamination.</li> </ul>	M	<ul style="list-style-type: none"> <li>● Keeping up to date with government guidance.</li> <li>● Managers to coordinate work on sites.</li> </ul>

			<ul style="list-style-type: none"> <li>● Following government advice on reporting and testing.</li> <li>● Participate in NHS test &amp; trace.</li> <li>● Managers organise work to reduce human contact to a minimum.</li> <li>● Keeping children within set groups to reduce mixing.</li> <li>● Enhanced cleaning.</li> </ul>		
<p>COVID 19 virus contact inside buildings. Risk is significantly increased in an indoor setting.</p>	<p>Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to overloading of health services.</p>	<p>H / M</p>	<ul style="list-style-type: none"> <li>● Avoid going inside buildings.</li> <li>● Wear face coverings when social distancing is not possible*. Note that for some children face coverings can be upsetting and this harm must be balanced against infection risks.</li> <li>● Increase in frequency and level of cleaning practices, washing down and disinfecting surfaces after each use. Close attention paid to toilet seats, hand washing areas and any cups/food related items.</li> <li>● Manage use of buildings by booking use to reduce congestion - eg office.</li> <li>● Good housekeeping, enhanced cleaning and and waste management.</li> <li>● Increased desk spacing or provision of dividing screens in office environments.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>● Keeping up to date with government guidance.</li> <li>● Site Managers to report problems.</li> </ul>

			*Note there is specific government advice for educational settings that people should wear masks in communal areas such as corridors.		
Congestion at car park, clients arriving at the same time.	Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to overloading of health services.	M / L	<ul style="list-style-type: none"> <li>Staggered drop/offers to allow effective social distancing, and asking parents to remain in the car with children until summoned by staff.</li> <li>Managers organise work to reduce human contact to a minimum.</li> </ul>	M	
Congestion on routes into site. Some routes less than 1m wide.	Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to overloading of health services.	M / L	<ul style="list-style-type: none"> <li>Staggered drop/offers to allow effective social distancing.</li> <li>Managers consider pedestrian routes and how people move around site.</li> </ul>	M	
COVID 19 virus human to human contact once onsite. Concentration of people on site.	Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to overloading of health services.	M	<ul style="list-style-type: none"> <li>Wherever possible staff are asked to work away from the main hub of activity.</li> <li>Signage and up to date information clearly displayed on entrance to site and at toilets, explaining what COVID 19 is, and what can be done to help prevent its spread. These include direction and instruction on how to wash hands effectively.</li> <li>Staff made aware of the symptoms of COVID 19 and instructed to be vigilant on monitoring learners, themselves and co-workers.</li> <li>Clearly visible hand wash stations put in place with increased provision of soap and antibacterial hand-gel.</li> </ul>	M	<ul style="list-style-type: none"> <li>Keeping up to date with government guidance.</li> <li>Site Managers should monitor the quality of hand washing and hygiene facilities.</li> </ul>

			<ul style="list-style-type: none"> <li>• Water is boiled as soon as staff arrive on site and throughout the day to ensure suitable water is available (mixed with cold).</li> <li>• Staff are encouraged to wash their hands regularly, particularly on arrival and before departure, as well as after using the toilet, before eating, and after eating. Learners are supervised to ensure they follow these guidelines.</li> <li>• Staff and learners made aware of the importance of keeping a safe distance from each other and to reduce <b>all</b> physical contact to an absolute minimum, unless in the event of an emergency.</li> <li>• Managers organise work to reduce human contact to a minimum.</li> <li>• Social distancing.</li> <li>• Good housekeeping, enhanced cleaning and waste management.</li> <li>• Fire used to dispose of tissues or a dedicated bin.</li> <li>• Commercial waste disposal contract.</li> </ul>		
COVID 19 human to human contact via delivery driver.	Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to	M	<ul style="list-style-type: none"> <li>• Staff instructed to reduce deliveries to the sites to the absolute minimum required and seek work that does not require buying materials.</li> </ul>	M	<ul style="list-style-type: none"> <li>• Central coordination of deliveries.</li> </ul>

	overloading of health services.		<ul style="list-style-type: none"> <li>• Delivery driver to stay in vehicle and use contactless signing.</li> <li>• Social distancing.</li> </ul>		
<p>COVID 19 human to hard surfaces contact.</p> <p>COVID 19 can be spread via hard surfaces such as gate latches, handles, tool handles, touchscreens, keys etc.....</p>	Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to overloading of health services.	H	<ul style="list-style-type: none"> <li>• Disposable paper towel is provided so hands can be washed and towels disposed of immediately on the fire or in a dedicated bin.</li> <li>• Staff advised not to share food or drinks, cups plates or cutlery with others and to provide their own.</li> <li>• Staff should have disposable tissues with them and dispose of them on the fire or in a bag and remove them from site.</li> <li>• Tools should not be shared and handles and surfaces should be disinfected after use.</li> <li>• Signing in and out not done by the parents or visitors. A designated member of staff does the signing in to avoid cross contamination from pens. Or disinfectant is provided for cleaning pens.</li> <li>• Increase in frequency and level of cleaning practices, washing down and disinfecting surfaces after each use. Close attention paid to toilet seats, hand washing areas and any cups/food related items.</li> <li>• Disinfectant spray for commonly touched surfaces such as handles, taps etc...</li> </ul>	M	<ul style="list-style-type: none"> <li>• Disinfectant spray to be provided for all sites.</li> <li>• Site Managers submit Enhanced Hygiene checks.</li> </ul>

<p>Food and drink preparation, eating. Hand to mouth contact.</p>	<p>Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to overloading of health services.</p>	<p>H</p>	<ul style="list-style-type: none"> <li>● Staff food hygiene trained.</li> <li>● Hand washing facilities provided.</li> <li>● No sharing of cutlery, cups, plates.</li> <li>● Learners should bring packed lunches where possible.</li> <li>● Increase in frequency and level of cleaning practices, washing down and disinfecting surfaces after each use. Close attention paid to cups/food related items.</li> <li>● Staff advised to prepare food at home if they can.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>● Mangers devise strategy to reduce transmission. For example, staggering eating times or offering split days without food.</li> <li>● Site Managers submit Enhanced Hygiene checks.</li> </ul>
<p>Physical contact or being or close proximity to children.</p>	<p>Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to overloading of health services.</p>	<p>H</p>	<ul style="list-style-type: none"> <li>● Sessions are managed to promote situations that allow social distancing.</li> <li>● Explanation given to children regarding the need to socially distance.</li> <li>● Managers consider staffing levels to allow closer management of sessions.</li> </ul>	<p>M</p>	
<p>Enforced physical contact resulting in COVID 19 virus human to human contact. Sessions with learners. Some learners with additional needs may have difficulty following</p>	<p>Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to overloading of health services.</p>	<p>M</p>	<ul style="list-style-type: none"> <li>● PPE such as masks and gloves are available to staff should they be requested.</li> <li>● Testing is available to critical workers.</li> <li>● Staff should proactively monitor the likelihood of this happening and move away or leave the site if the risk is increased above medium.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>● Organise provision of PPE to staff (Catherine McGrane)</li> </ul>



<p>or understanding instructions.</p>			<ul style="list-style-type: none"> <li>● Staff are instructed to thoroughly wash where contact was made (hands, arms, face) and to be vigilant about monitoring themselves for potential symptoms of the virus over the following days.</li> <li>● Learners Learners parent/carer should be notified of any such incident so they can monitor the learner once off site.</li> <li>● Staff are instructed to put on record the details of the incident and send details to their line-manager.</li> </ul>		
<p>Person entering site or workplace carrying COVID 19 virus.</p>	<p>Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to overloading of health services.</p>	<p>L</p>	<ul style="list-style-type: none"> <li>● On suspicion that COVID 19 could reasonably enter the site/suspicion that anyone in attendance has symptoms associated with COVID 19; Standard practice as laid out previously with regards to anyone who displays symptoms; DO NOT COME ON TO SITE. This applies to staff/children/parents of children.</li> <li>● In the event of someone being on site that later tests positive for COVID 19, ofsted should be informed and the site closed for deep cleaning. Staff should be tested.</li> <li>● Any staff member concerned they may have come into contact with someone who has COVID 19 is eligible for and should be tested themselves for COVID 19.</li> <li>● Participate in NHS test &amp; trace.</li> <li>● Social distancing.</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>● Keeping up to date with government guidance.</li> </ul>

<p>Administering first aid to a potential carrier of COVID 19.</p>	<p>Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to overloading of health services.</p>	<p>H</p>	<ul style="list-style-type: none"> <li>● Any staff member concerned they may have come into contact with someone who has COVID 19 is eligible for and should be tested themselves for COVID 19.</li> <li>● First aid training.</li> <li>● a face mask should be worn if a distance of 2 metres cannot be maintained</li> <li>● if contact is necessary, then gloves, an apron and a face mask should be worn</li> </ul> <p>Face masks must:</p> <ul style="list-style-type: none"> <li>● cover both nose and mouth</li> <li>● not be allowed to dangle around the neck</li> <li>● not be touched once put on, except when carefully removed before disposal</li> <li>● be changed when they become moist or damaged</li> <li>● be worn once and then discarded - hands must be cleaned after disposal</li> <li>● if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn</li> </ul>	<p>M</p>	<ul style="list-style-type: none"> <li>● Organise provision of PPE to staff (Catherine McGrane)</li> <li>● Site Managers monitor PPE and cleaning stocks.</li> </ul>
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			<p>Administering CPR</p> <ul style="list-style-type: none"> <li>• If CPR is required the patient's nose and mouth should be lightly covered. There is no requirement to do mouth to mouth, just compressions.</li> <li>• You should wear face masks, a face shield, a gown and gloves before undertaking CPR.</li> </ul>		
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## Risks specific to Kindergarten

Soft toys and items not easily cleaned.	Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to overloading of health services.	M	<ul style="list-style-type: none"> <li>• Toys which are not easily disinfected, such as soft toys are removed from the kindergarten to avoid any potential transmission of virus.</li> </ul>	L	
Young children, less able to follow instructions. Young children are especially tactile.	Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to overloading of health services.	M	<ul style="list-style-type: none"> <li>• Staff alert to this risk and endeavor to communicate clearly.</li> <li>• Parents support social distancing measures.</li> <li>• Activities and sessions managed to promote social distancing.</li> <li>• Reduced numbers on site.</li> <li>• Increased staff to pupil ratio.</li> </ul>	L	

<p>Food and drink preparation, eating. Hand to mouth contact.</p>	<p>Spreading the virus, hospitalisation or death. Contracting virus and facilitating spread leading to overloading of health services.</p>	<p>M</p>	<ul style="list-style-type: none"> <li>● No snacks to be prepared on site, asking all parents to bring snacks that the children can access independently where possible.</li> <li>● Staff food hygiene training.</li> </ul>	<p>E</p>	
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