

Risk Assessment – Trust Remaining Open During Coronavirus (COVID-19) Pandemic

Risk Rating System

Severity or most likely consequence

1 = Minor/ No Injury
2 = Lost Time Injury
3 = Major Injury/ Fatality

Likelihood of the incident occurring

1 = Unlikely/ Infrequent
2 = Possible/Occasional
3 = Likely/ Frequent

Risk Rating = Likelihood x Severity

1 or 2 = Low Risk/ Priority
3 or 4 = Medium Risk/ Priority
6 or 9 = High Risk/ Priority

Name:	St Paul's Community Development Trust
Site Details:	The whole Trust
Risk Assessor's Name:	Marcia Vizor
Risk Assessment Date:	19th June 2020

Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating (1-9)	Additional Action Required? (Yes / No)	Action Ref. No.
Staff with underlying health conditions that may put them at increased or very high risk of severe illness from Coronavirus (COVID-19) (i.e. those that are classed as clinically extremely vulnerable)	Staff/children Severe illness or death as a result of contracting Coronavirus (COVID-19) whilst at work	<ul style="list-style-type: none"> Review of key staff and minimum service requirements; We have looked at how many Senior management staff are on site, are there enough? Estates/maintenance staff to complete opening and closing of the site, routine monitoring (such as weekly fire alarm checks, flushing for prevention of legionella etc.) and will be able to deal with any urgent maintenance issues. Develop contingency plans where appropriate; and Identify key staffing scenarios that may trigger closure or partial closure of the Trust and take steps to mitigate these where possible. Cleaning/housekeeping staff to maintain the high levels of cleanliness that is required. First aid staff to administer medication etc. Staff trained to assist in emergency evacuation if needs be. All these have been put in place for such an event. Staff with underlying health conditions that put them at increased risk of severe illness from coronavirus, Line Managers to seek alternative working arrangements to enable them to work from home wherever possible and the Trust should endeavor to support this. 	6	No	

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		<ul style="list-style-type: none"> Individual Risk Assessments are being carried out with all staff prior to their return. Face coverings are optional and are available should staff require them. But in certain circumstances e.g. changing a soiled nappy or cleaning up bodily fluids, they are a must. 			
<p>Lack of staff available to operate safe staff/pupil ratios and/or operate site</p> <p>Staff may need to self-isolate due to having an underlying health condition that may put them at increased or very high risk of severe illness from Coronavirus (COVID-19), or as a result of either themselves or a member of their household developing symptoms of Coronavirus (COVID-19)</p>	<p>All</p> <p>Various potential injuries as a result of lack of supervision, and/or lack of site staff</p>	<ul style="list-style-type: none"> We have informed parents/carers or any visitors, such as suppliers, not to visit the Trust if they are displaying any symptoms of Coronavirus (COVID-19); Review transport plans and reduce any unnecessary travel on school coaches, minibuses etc. where possible; Brief staff/children/parent/carers regularly on the recommended social distancing measures. Only essential staff meetings to take place and consider suitable social distancing methods such as use of video/teleconferencing, or where this is not possible, limiting the number of attendees and holding meetings in a large well-ventilated room where staff can remain at least 2m apart; Ensure that class sizes reflect the numbers of teaching staff available and are kept as small as possible; Nursery children are kept in bubbles through the whole day. Stagger lunch times, break times, and the movement of pupils around the school to reduce large groups of pupils gathering; Keep classes apart where possible (i.e. no assemblies or other large gatherings); Discourage parents/carers from gathering. Avoid the sharing of equipment between staff and/or pupils such as keyboards, phones, musical instruments etc., or where this is not possible, ensure that suitable cleaning and disinfection methods are employed between uses. 	6	No	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating (1-9)	Additional Action Required? (Yes / No)	Action Ref. No.
<p>Suspected case of Coronavirus (COVID-19) on site</p> <p>Staff, pupils and/or contractors may display symptoms of Coronavirus (COVID-19) on site</p>	<p>All</p> <p>Potential spread of Coronavirus (COVID-19) to other staff, pupils and others on site</p>	<ul style="list-style-type: none"> • Staff/children should stay at home if they are unwell with a new continuous cough and/or a high temperature to avoid spreading infection to others, and/or if they are self-isolating due to another person within their household developing symptoms. Otherwise they should attend work/education/nursery (except for those deemed at increased or very high risk of severe illness from COVID-19). • If a member of staff or contractor becomes ill with symptoms of coronavirus whilst on site they must be sent home and advised to follow the latest Government guidance. They should not visit their GP, hospital or pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999. • If a pupil/nursery child becomes ill with symptoms of coronavirus whilst on site, they must be sent home with their parent/carer and advised to follow the latest Government guidance. If their life is at risk or if they are seriously ill, then a member of staff should call 999. • If a member of staff, contractor, or pupil displaying symptoms is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. It would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to use the bathroom whilst they are waiting to be collected, they should use a separate washroom if possible. The washroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. If they need clinical advice, they (or their teacher, parent or carer) should go online to NHS 111 or call 111 if they do not have internet access. 	<p>6</p>	<p>No</p>	

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		<ul style="list-style-type: none"> • If a member of staff has helped someone displaying symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • In most cases, closure of the setting will not be needed but this will be a local decision based on various factors such as the risk of further spread. 			

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating (1-9)	Additional Action Required? (Yes / No)	Action Ref. No.
Lack of adequate social distancing measures whilst staff, pupils and others are on site	All Potential spread of Coronavirus (COVID-19) between staff, pupils, children and others on site	<ul style="list-style-type: none"> • We have informed parents/carers or any visitors such as suppliers, not to visit the school or nursery if they are displaying any symptoms of Coronavirus. • We have reviewed transport plans for the school and staff have been told to reduce any unnecessary travel where possible. • Staff and pupils are regularly briefed on the recommended social distancing measures. • Only essential staff meetings to take place and consider suitable social distancing methods such as use of video/teleconferencing, or where this is not possible, limiting the number of attendees and holding meetings in a large well-ventilated room where staff can remain at least 2m apart. • We have ensured that class sizes and nursery bubbles, reflect the numbers of teaching staff available and are kept as small as possible. • Staggered lunch times, break times and the movement of pupils and staff around the buildings are made to reduce large groups of gatherings. 	4	No	
Offsite trips/educational	All Travelling against FCO advice	<ul style="list-style-type: none"> • We will need to keep up to date on the latest Government guidance and plan any offsite trips/educational visits accordingly. 	6	No	
		<ul style="list-style-type: none"> • Current guidance on social distancing recommends avoiding all non-essential domestic trips and use of public transport, where possible, and so clearly schools will not be organizing any offsite trips/educational visits to take place during this time. However, as we move through this pandemic, Government advice is likely to change. • In the meantime, for any offsite trips/educational visits that are planned for the remainder of the academic year, schools are advised to: Which of these offsite/educational visits have already been committed to financially and the amount of money paid to date. 			

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	Not adhering to latest social distancing guidance	<p>We will need to request confirmation of contractual arrangements in case of postponement, curtailment and cancellation; and keep parents/carers up to date on cancelled/postponed offsite trips/educational visits, including any financial implications.</p> <ul style="list-style-type: none"> • Brief staff and pupils on the need to wash their hands regularly (and after using the toilet or changing a nappy, before eating or handling food, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique. • Regularly brief staff and pupils on good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it'); • Regularly brief staff and pupils on the need to avoid touching their face (and especially the eyes, nose and mouth); • Display poster in key locations to remind staff, pupils and others of good hand and respiratory hygiene practices; • Staff to supervise young children to ensure they wash their hands for 20 seconds more often than usual (and after using the toilet, before eating, and after blowing their nose/sneezing/coughing) with soap and water or alcohol-based hand gel and catch coughs and sneezes in tissues; and • Ensure that any crockery and cutlery in shared kitchen areas (e.g. staff rooms) is cleaned with warm general-purpose detergent and dried thoroughly before being stored for re-use. 	6	No	
Staff, pupils, contractors not implementing suitable hygiene practices	All Potential spread of Coronavirus (COVID-19) between staff,	<ul style="list-style-type: none"> • There are ways in which we can minimise the number of people attending the site. For example, which visitors will we permit onto site? We will ask contractors to attend sites after students have left for the day, or before they arrive and parents are not allowed to enter the Nursery. 	6	No	

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	pupils and others on site	<ul style="list-style-type: none"> • We usually hire out some of our rooms for a supplementary school and other hirers, this has now stopped for the time being. • Entry to the site controlled via reception/security etc. whereby any non-essential persons can be denied access; • Good hand and respiratory hygiene is imperative in the fight to minimize the spread of the virus, and so everyone will need to ensure that adequate handwashing facilities are available and that staff and pupils are regularly briefed on good hand and respiratory hygiene practices. • The Cleaning Supervisor will review stocks of hand soap and alcohol-based hand gel and purchase additional stocks if required. • We will ensure that staff, pupils, visitors and contractors have access to suitable hand washing facilities including alcohol-based hand gel. • We will provide alcohol-based hand gels are in prominent places and ensure that staff are charged with topping these up regularly. • Staff will be briefed on the need to wash their hands regularly and after using the toilet or changing a nappy, before eating or handling food, and after blowing their nose/sneezing/coughing. • Regular briefing will take place to remind staff/pupils on the need to avoid touching their face especially the eyes, nose and mouth. • Staff to supervise young children to ensure they wash their hands for 20 seconds more often than usual. • Ensure that any crockery and cutlery in share kitchen areas are cleaned with warm general purpose detergent and dried before being stored for re-use. 	4	No	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating (1-9)	Additional Action Required? (Yes / No)	Action Ref. No.
<p>Non-essential persons attending site</p>	<p>All</p> <p>Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site</p>	<ul style="list-style-type: none"> • We have reviewed the number of people attending the site and have determined those that are non-essential. • Entry to the sites are controlled via reception/security etc. whereby any nonessential persons can be denied access. • We have reviewed our lettings arrangements during the current lockdown period and have notified hirers of cancellation 	<p>6</p>	<p>No</p>	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating (1-9)	Additional Action Required? (Yes / No)	Action Ref. No.
Lack of adequate cleaning regime for general areas	All Potential spread of Coronavirus between staff, pupils and others on site	<ul style="list-style-type: none"> • The Cleaning Supervisor will be responsible for ensuring that suitable procedures are in place, suitable personal protective equipment (PPE) is made available and worn/taken off, and stored correctly; and that suitable training is provided. • Review cleaning regime (e.g. consider areas of the site remaining in use, location of frequently touched objects and surfaces, suitability of existing cleaning substances and equipment used etc.), with a view to improving the frequency and intensity of cleaning; • Ensure that COSHH assessments are completed for any new cleaning substances introduced as a result of your review; • Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required; • Ensure routine cleaning and disinfection of frequently touched objects and surfaces (e.g. door handles, handrails, tables etc.); • Cleaning staff to be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum); and • Cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE. 	6	No	
		<ul style="list-style-type: none"> • We'll need to keep up to date on the latest Government guidance COVID-19. Refresher training will need to be provided to cleaning staff following any changes to the guidance. • Review suitability of existing cleaning substances, equipment, and PPE for use on areas known or suspected to be contaminated; • Ensure that COSHH assessments are completed for any new cleaning substances introduced as a result of our review; 			

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		<ul style="list-style-type: none"> • Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required (Cleaning Supervisor) • Close and secure the contaminated room/area where possible to restrict access until cleaning has been undertaken. Where possible, leave the area/room closed and wait for 72hrs before cleaning as the amount of virus living on surfaces will have reduced significantly; • Waste from possible cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) to be double bagged and stored/disposed of in line with the Government guidance; • Cleaning staff to be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum, with use of protection for the eyes, mouth and nose for heavily contaminated areas such as visible bodily fluids from a person known to have or suspected of having COVID-19); 			
Catering provision Spread of infection through multi touch-points at drinks machines, salad bars and serveries	<i>All</i> <i>Potential spread of Coronavirus (COVID-19) between staff,</i>	<ul style="list-style-type: none"> • There is currently no evidence that food is a source of Coronavirus (COVID-19) and it is very unlikely it can be transmitted through the consumption of food, according to EFSA (European Food Safety Authority). The main transmission route of the virus is assumed to be direct human to human contact. Based on what we know about similar viruses, the virus would be inactivated through thorough cooking and the 	6	No	

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	pupils and others on site	<p>disinfection of food preparation surfaces using appropriate methods (source: Food Standards Scotland, 24/03/2020).</p> <ul style="list-style-type: none"> • If we manage the catering provision and/or our staff undertake any food preparation, then we will be responsible for ensuring that suitable procedures are place to minimise the risk of infection and that suitable training is provided. If we use a contract caterer, we should liaise with them to ensure that we are satisfied with the procedures and training that they have in place. • We'll need to keep up to date on the latest Government guidance as this may be subject to change. <ul style="list-style-type: none"> • Review and identify multi-touch points of service. • Ensure that any refreshments for events (e.g. team meetings) are served rather than self-service where possible (i.e. buffets should be avoided, unless food items are individually wrapped); • Regularly remind staff and pupils of the need to wash their hands thoroughly before and after meals; 			

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Lack of adequate trained fire personnel	All	<ul style="list-style-type: none"> • As a result of the Coronavirus (COVID-19) pandemic, we will have a reduced number of staff and pupils on site. The staff on site may also change due to illness of either themselves, or other members of their household; and this could include managers and other staff with key roles in our fire evacuation procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.). The risk of fire is ever present, and as such we will need to ensure that our procedures continue to respond accordingly and are flexed and adapted to any changes in staff. • Social distancing should be maintained where reasonable throughout an evacuation. Our existing fire procedures may direct staff and pupils to fire assembly points with limited space, resulting in staff/pupils being in close proximity to each other and breaching current social distancing advice, but this will not be the case as the assembly point is in a park. • As a result of the change in operations, staff and pupils may be working and learning in areas of the school site that are not familiar to them and so may not be aware of the escape routes and assembly points, therefore a fire drill should be done as soon as is possible. • We review list of managers and other staff with key roles in our fire procedures (e.g. responsible persons, fire marshals etc.) to determine who is available; • We have reviewed our fire assembly points to ensure that they are conducive with social distancing advice where possible (i.e. that building occupants will not be required to congregate in small areas); 	4	No	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating (1-9)	Additional Action Required? (Yes / No)	Action Ref. No.
Lack of adequately trained first aid/administration of medication personnel	All Various injuries/illness as a result of delayed access to first aid/administration of medication	<ul style="list-style-type: none"> • We have reviewed first aiders and those staff responsible for the administration of medication to determine who is available. • We have reviewed our first aid needs risk assessment to take account of reduced staff and children. • We work to ensure that adequate coverage remains in place whilst the Trust is operational. 	6	No	
Lack of risk assessments for any new/adapted teaching activities	All Various injuries arising from teaching activities	Staff have been briefed on the need to complete risk assessments prior to the introduction of any new/adapted teaching activities and to ensure that any other staff involved in the new/adapted activities are also briefed on the content of the risk assessment.	4	No	
Security risks arising from unoccupied buildings and/or parts of the premises.	All Various injuries, damage to property and/or theft of property as a result of trespassers gaining access	Identify all unoccupied buildings and internal/external areas of the site; Review all unoccupied buildings and internal/external areas with a focus on risk reduction and loss prevention, for example: <ul style="list-style-type: none"> ○ Security – safeguard the building and put all protective locks, immobilisers and alarm protection (Intruder Alarms and CCTV) into function. Check that any alarm signaling system (e.g. Redcare style system) is operational; 	6	No	

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		<ul style="list-style-type: none"> ○ Where feasible, contents should be moved from empty premises, especially combustible objects and high value or business critical objects/equipment; ○ Ensure that utilities (such as water supply) to the empty premises are disconnected when possible, or isolated. This should not hinder fire protection, heating, safety, or security purposes; and ○ Ensure that the building is inspected internally and externally at least once a week where possible. ● We will need to liaise with our broker/insurer to determine any terms/conditions of your insurance policy relating to unoccupied buildings and ensure that any measures required are implemented where possible. <p>We will have to liaise with our broker/insurer to determine any terms/conditions of our insurance policy relating to unoccupied buildings and ensure that any measures required are implemented where possible.</p>			
Increase in staff lone/remote working on site	<p>Staff</p> <p>Various injuries arising from a lack of direct supervision.</p>	<ul style="list-style-type: none"> ● We need to consider lone/remote working activities being undertaken across the site and ensure that risk assessments are completed (or that any existing risk assessments are reviewed and updated). ● We have to ensure that staff undertaking lone/remote working activities are briefed on the content of the risk assessments and provided with training where necessary (N.B. any training should be recorded). 	6	No	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating (1-9)	Additional Action Required? (Yes / No)	Action Ref. No.
Legionella risk arising from unused buildings and/or parts of the premises	Staff Exposure to legionella bacteria leading to serious illness or death	<ul style="list-style-type: none"> • We have identified all unoccupied buildings and internal/external areas of the site; • In light of the above, review list of infrequently used outlets; • We have ensured that all infrequently used outlets are flushed regularly (weekly is recommended as a minimum) • We have ensured that our legionella risk assessments are updated in line with the above; and • We have also ensured that any staff tasked with actions relating to the legionella written control scheme (e.g. estates/facilities/maintenance staff etc.) are advised of the changes. • 	4	No	
Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing	Staff Aches and pains from adopting poor posture whilst using DSE Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction. Lack of insurance cover for school-	<ul style="list-style-type: none"> • We have provided employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing • Employees working from home have been supplied with information on who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) and provide details of any external resources they have access to (e.g. confidential helpline, occupational health, Employee Assistance Programme etc.); • Consideration have been given for employees with any disabilities whereby reasonable adjustments may be required (e.g. provision of equipment etc.); • Where feasible, we have provided employees working from home with a laptop with inexpensive equipment to assist them in setting up an appropriate temporary workstation (e.g. wireless keyboard and mouse, laptop etc.); 	6	No	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating (1-9)	Additional Action Required? (Yes / No)	Action Ref. No.
	owned equipment used in the home	<ul style="list-style-type: none"> Line Managers will communicate regularly with employees working from home (e.g. weekly check-ins as a minimum) to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have; Risk assessments for individual staff are being implemented at the moment, so everyone can feel reassured that we are doing everything we can to keep them safe on their return to the workplace. Line Managers to keep their teams up to date on any changes that may impact them; and Liaise with your broker/insurer to check that any school-owned equipment provided is covered when in the employee's home. 			
Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing	<p>Pupils</p> <p>Aches and pains from adopting poor posture whilst using DSE</p> <p>Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends</p>	<ul style="list-style-type: none"> We have reviewed and updated our written safeguarding procedures to consider potential issues with the shift towards virtual/online teaching and learning; We have communicated any changes in your safeguarding procedures to all staff. 	4	No	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Risk Rating (1-9)	Additional Action Required? (Yes / No)	Action Ref. No.
<p>Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.</p>	<p>Staff and pupils</p> <p>Various potential safeguarding issues</p>	<ul style="list-style-type: none"> Review key safeguarding staff available in light of the current situation (i.e. are any self-isolating?); We ensure that school staff are kept up to date on any changes to the DSL or other key safeguarding staff –i.e. they should be aware of who to contact should they have any concerns, and how they can contact them. 	4	No	
<p>Prolonged absence of the Designated Safeguarding Lead (DSL) or other key safeguarding staff</p>	<p><i>All</i></p> <p><i>Lack of suitable safeguarding staff leading to issues with recording and reporting</i></p>	<ul style="list-style-type: none"> We will nominate a member of staff (or number of staff) to complete a daily review of the above and any other key information channels and feed back key points to SMT/SLT; SMT/SLT to review key points and decide on any actions required; Develop action plans with SMART targets to implement any changes to school operations, with periodic monitoring by SMT/SLT; and We will ensure that this risk assessment is reviewed and updated in line with any changes to the guidance. 	4	No	
<p>Failure to implement and adhere to the latest Government advice/guidance</p>	<p>All</p> <p>Failure to adhere to Government advice/guidance resulting in increased risk of infection</p>	<p>There are no other hazards related to our site or operations that need to be considered</p>			

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<i>Other hazards identified...</i>					

Action Plan

Action Ref. No.	Action Required	Completion Deadline	Responsible Person(s)	Date Completed

Next review due: