

COVID-19 RISK ASSESSMENT FOR WORK ACTIVITY AT SCHOOL SITE

Group Name: A* Russian School

Item/Area/Activity Being Assessed	Venue	Assessor Name	Assessment Date	Approver Name	Approval Date	Review Date
Supplementary Russian Language School for bilingual children	Pimlico Academy	Antonina Bokova	11/09/2020			

Description of activity & hazards	Who might be harmed?	Existing Controls	L	S	R	Further Controls	L	S	R	Notes / Further mitigating actions to consider, with due date
							L	S	R	
Introduction of virus from symptomatic individuals	All	Warning signs displayed in reception to stay away if symptomatic or if advised to self-isolate Advice on Schools Plus website	2	3	VH	All participants will be reminded before each session to stay away if symptomatic or advised to self-isolate Advice exists on our website Reminder and advices sent to parents via emails as well before starting sessions this academic year	1	3	H	Additional warning signs and documentation will be printed and placed in classrooms for the duration of the sessions in Russian Language as well
Severe outcome from virus	Vulnerable & extremely vulnerable individuals	Gov advice no longer requires isolation for extremely vulnerable people (after 1/8/20).	2	3	VH	Extra care protocols for vulnerable and extremely vulnerable attendees	2	2	M	

Contracting the virus through contact with infected surfaces or close contact	All	<p>Hand cleaning facilities / sanitiser stations in place on site</p> <p>Posters advising hand-cleaning and Catch It – Bin It – Kill it</p> <p>Enhanced cleaning of overall site and contact points not in use by customer (Schools Plus)</p>	4	2	VH	<p>Advise participants to wash hands regularly, supervise it and help younger children. Before, during and after all activities</p> <p>Enhanced cleaning of contact points within facilities whilst in use</p> <p>Promoting increased hand washing. Provide sanitiser within facility/activity/room for participants</p> <p>Participants will avoid sharing equipment. Any communal equipment will be cleaned between users or groups</p> <p>No sharing of personal equipment at all</p> <p>School will ask parents to prepare for a child his/her own set of tools for studying such as pencils, rulers, etc to not use our ones and to avoid sharing of equipment and spread of the virus</p>	2	2	M	In each classroom during every session there will be antibacterial wipes and antibacterial cleaners for teachers to use between sessions
Contracting the virus through close contact with others, particularly those who you would not normally meet	All	<p>Face coverings policy being enforced by Schools Plus in line with Government Guidance</p> <p>Schools Plus taking measures to avoid mingling of different groups where possible</p>	3	2	VH	<p>Social distancing 2m to be enforced where possible and 1m+ where necessary</p> <p>Reinforce wearing of face coverings when indoors (especially for teachers and assistants) except where removal is necessary for activity</p>	2	2	M	

Travel – risk of contracting virus through use of public transport	Participants	None	4	2	VH	<p>Participants should ideally be from the local area and advised to arrive by car, on foot or by bicycle and avoid public transport where possible</p> <p>Parents dropping off by car advised to only travel with members of their own household</p> <p>Attendees arriving on public transport reminded to follow social distancing and increased hand washing and wear masks as required</p>	1	2	VL	
Delivering and collecting children (if relevant to activity)	Parents, Children, staff	None	3	2	H	<p>Where possible, parents to drop and collect outside the building. Children will be greeted into the activity and return to parents supervised from safe distance</p> <p>Parents advised to socially distance when dropping and collecting and should not mingle or gather with other households</p>	1	2	VL	
Large numbers of people present in one location at drop-off and collection	All attendees and guardians, reception staff	<p>Physical sign-in sheet removed by Schools Plus</p> <p>Schools Plus will provide for appropriate queuing, distancing, one way systems etc. as available within the buildings</p>	3	2	H	<p>Participants advised to arrive on time (not too early) and leave promptly</p> <p>Participants advised to adhere to all social distancing measures within the site</p>	1	2	VL	All amount of children will be divided into smaller groups and will be dropped-off and collected at strictly designated time. Parents will be informed via email about the group and time

Food & Snacks	Participants	None	3	2	H	Attendees to bring their own snacks and water bottles No sharing food or water bottles Social distancing 2m to be observed whilst eating. People eating to be seated Attendees to take their bottles an packaging/food carriers away with them at the end of the day	1	2	VL	
Infection through contact or proximity between participants	Participants	Facility capacities advised by Schools Plus as well as prevailing guidance from government	3	3	VH	Numbers will be limited in line with prevailing Government Guidelines for our activity Participants advised to observe social distancing at all times Numbers advised by Schools Plus for the facility will be strictly observed	1	2	VL	
Data for Test & Trace	All		1	1	VL	We will hold Test & Trace data for 21 days after each activity	1	1	VL	
First Aid	All	None	3	2	H	First Aider available within group First Aider to wear disposable PPE when administering First Aid	1	2	VL	

Symptomatic Individual	All	Isolation room available on site where symptomatic individual unable to leave immediately	3	3	VH	<p>If a participant develops symptoms of Covid-19 while in attendance, they will leave the site immediately if well enough to do so. Parents will be informed and asked to collect younger children</p> <p>Activity will stop immediately and Schools Plus staff will be notified immediately</p> <p>Any individual showing symptoms and unable to leave immediately to be kept in the allocated room awaiting collection, with a Supervisor if a child</p> <p>Supervisor to wear PPE, mask and gloves if social distancing of 2m cannot be maintained</p> <p>Test & Trace to be notified, whole bubble and supervisor may be required to self-isolate for 14 days</p>	1	2	L	
Individual participants not aware of requirements	All		3	2	H	Policies and risk assessment communication to all participants	1	2	VL	

Covid-19 Risk Assessment for School Sites

Introduction

We have carried out this risk assessment to ensure compliance with the Health & Safety at Work Etc. Act 1974, the Management of Health & Safety at Work Regulations 1999 and other associated legislation.

This Risk Assessment specifically relates to the risks associated with Covid-19 and is supplementary to existing Risk Assessments

It follows the Health & Safety Executive Guidance 5 Steps to Risk Assessment. The 5 steps are as follows:

- **Step 1:** Identify the hazards.
- **Step 2:** Decide who might be harmed and how.
- **Step 3:** Evaluate the **risks** and decide on precautions.
- **Step 4:** Record your findings and implement them.
- **Step 5:** Review the **risk assessment** and update if necessary.

Scoring System

Four options for evaluating likelihood of harm (L) are used:

1. Very Unlikely
2. Unlikely
3. Likely
4. Very Likely

When estimating potential severity of harm (S), three options are provided to choose from:

1. Slight harm
2. Moderate harm
3. Extreme harm

The impact of Covid-19 can vary enormously across individuals and is dependent on a significant number of other factors, including age, underlying health conditions and obesity. The overall mortality rate for the virus is now low. For this reason, the severity of most hazards has been considered moderate, except where pertaining to vulnerable or extremely vulnerable people where the severity has been rated as extreme.

To estimate the level of risk (**R**), the 2 factors are combined to determine risk as illustrated in the following table:

Likelihood of Harm	Severity of Harm		
	1. Slight	2. Moderate	3. Extreme
1. Very Unlikely	Very Low Risk	Very Low Risk	High Risk
2. Unlikely	Very Low Risk	Medium Risk	Very High Risk
3. Likely	Low Risk	High Risk	Very High Risk
4. Very Likely	Low Risk	Very High Risk	Very High Risk

The risk level is entered in the **R** column as **VL, L, M, H** or **VH**.

Decisions on implementation of further action should be based on the following table:

Risk Level	Tolerability: Guidance on Necessary Action and Timescale
Very Low	Acceptable risk. No further action except to maintain existing control measures.
Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.

Medium	<p>Consideration should be given as to whether the risks can be lowered, but the practicality and cost of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.</p>
High	<p>Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk control measures, until this has been completed. Considerable resources might have to be allocated to additional control measures. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.</p>
Very High	<p>These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduces the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.</p>

