**CORONAVIRUS GENERIC RISK ASSESSMENT**

**LBHF SCHOOLS**

**One generic risk assessment required for each Service to be signed off by the Assistant Director and returned to Corporate Health and Safety**

**Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus.**

**Symptoms can be mild, moderate, severe or fatal**

**Vaccination is available and all staff are strongly encouraged to get vaccinated.**

**Lateral flow testing is a requirement for all staff working in the borough (see section ‘symptoms of covid-19’ below)**

* This is a copy of a **generic risk assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each service should consider their own unique circumstances. Much more specific assessments, such as that for health care workers, may look quite different although many of the principles would still be relevant.
* You can adapt this pre-populated document for your own school risk assessment, adding your specific control measures, or even use the control measures suggested below if they are a true reflection of the control measures you are able to evidence.
* As your starting point, you must consider the five key points: <https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work>.
* You should also see if your service matches, or is similar to, government guidance in: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> considering in more detail the basic control measures suggested in this link.
* Workforce consultation is an essential part of risk assessment and a legal requirement. It is therefore important that your team are involved in the risk assessment process too and have opportunity to identify hazards and comment on agreed risk control measures. Staff safety representatives (unions and non-union) are likewise important in the consultation process.
* Further advice and guidance is available from Corporate Health and Safety [corporatehealthandsafety@lbhf.gov.uk](mailto:corporatehealthandsafety@lbhf.gov.uk). To keep up to date with HSE advice to workplaces in this fast-changing situation visit <https://www.hse.gov.uk/news/coronavirus.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_content=home-page-banner>.
* Specific guidance for schools can be found at the following link: [Guidance for schools: coronavirus (COVID-19) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19)
* Workplace lateral flow testing is now council policy if you work in the borough. Asymptomatic employees coming to an LBHF workplace (i.e. not working from home) must test negative from a lateral flow test, taken at a time period of no sooner than 24 hours before attendance, but no later than 30 minutes before attendance.   Fulltime asymptomatic employees in the borough and not working from home are required to test like this twice weekly.  Asymptomatic employees that sporadically visit the borough need to provide test results before each visit following this method.  Some asymptomatic employees might be required to provide test results daily, depending on the risk profile of the service. The risk assessment for your service will tell you which testing schedule you must follow.  Asymptomatic employees that choose to test at a borough testing station, rather than through a home test kit, can do so on the day of the LBHF workplace visit, but must wait 30 minutes for the result and only commence work if the result is negative.

Advice on lateral flow testing and vaccination are at this link:[Keeping workplaces safe as coronavirus (COVID-19) restrictions are eased – sources of advice (hse.gov.uk)](https://www.hse.gov.uk/coronavirus/roadmap-further-guidance.htm)

|  |  |
| --- | --- |
| SCHOOL NAME |  |
| HEADTEACHER |  |
| NAME of PERSON CARRYING OUT THIS ASSESSMENT |  |
| DATE OF ASSESSMENT |  |
| DATE FOR REVIEW |  |

Remember to **review your risk assessment** and update if necessary when there have been any significant changes; there are improvements you still need to make; your workers have spotted a problem; you have learnt from accidents, near misses, work-related ill-health (physical and mental) reports, sickness absence data or employee surveys that a review is needed

|  |  |
| --- | --- |
| **What is the hazard?** | Spread of Covid-19 Coronavirus |
| **Who might be harmed?** | Staff  Visitors to your premises  Cleaners  Contractors / Volunteers  Drivers  Vulnerable groups: elderly, pregnant workers, those with existing underlying health conditions  Anyone else who physically meets you in relation to your business  Children |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Controls Required** | **Additional Controls** | **By who** | **By when** | **Complete** |
| **Hand washing**  Hand washing facilities with soap and water in place.  Stringent hand washing taking place. See hand washing guidance.  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Drying of hands with disposable paper towels.  <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>  Staff encouraged to protect the skin by applying emollient cream regularly  <https://www.nhs.uk/conditions/emollients/>  Gel sanitisers in any area where washing facilities not readily available | Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.  Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  <https://www.hse.gov.uk/skin/professional/health-surveillance.htm>  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – HM Gov links on intranet.  Posters, leaflets and other materials are available for display.  Hand sanitiser dispensers at entry and exit points. <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19> | Head and senior staff on duty | During school time and when working after school |  |
| **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. | Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.  Maintain enhanced cleaning processes | Head and senior staff on duty | During school time and when working after school |  |
| ***Stay at Home***  *‘All reasonable steps should be taken by employers to help people work from home. But for those who cannot work from home and whose workplace has not been told to close, our message is clear: you should go to work. Staff should speak to their employer about when their workplace will open’ HM Gov.*  <https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work> |  | Head and senior staff on duty | During school time and when working after school |  |
| **Social Distancing**  Social Distancing -Reducing the number of persons in any work area to comply with the LBHF 2-metre (6.5 foot) gap recommended by the Public Health England  <https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work>  Taking steps to review work schedules including staggered start & finish times/shift patterns, working from home etc. to reduce number on site at any one time, barriers in shared workplaces where 2m cannot be maintained, change seating layouts in rooms, ensure staff are facing away from each other.  Relocating workers to other tasks.  Redesigning processes to ensure social distancing in place.  Conference calls to be used instead of face to face meetings.  Ensuring enough rest breaks for staff.  Social distancing also to be adhered to in canteen area. | Demarcation of workplace zones, one-way routes, restricted numbers in welfare zones with queuing systems to ensure distancing, removal of some workstations to ensure distance and reduce viral loading of indoor spaces.  Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. | Head and senior staff on duty | During school time and when working after school |  |
| **Ventilation**  Adequate ventilation reduces how much virus is in the air. It helps reduce the risk from aerosol transmission, when someone breathes in small particles (aerosols) in the air after a person with the virus has been in the same enclosed area.  The risk is greater in areas that are poorly ventilated.  Premises managers are to assess buildings for sufficient ventilation l | * identified poorly ventilated areas (if any) * made assessment of the fresh air and determined what action to take * where required, have improved natural and forced ventilation * have ensured ventilation needs are balanced with thermal comfort | Head and senior staff on duty | During school time and when working after school |  |
| **PPE**  *Public Health England guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe stay at home rules or if working in an essential services social distancing measures and practice good hand hygiene behaviours*  Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-  Training in use of additional PPE provided for infection control must be carried out [[1]](#footnote-1) | Where RPE is identified in SEND schools for AGP children, con tact corporate health and safety for advice selection of PPE, training and information. Face fit testing is required for use of half cup respirators. | Head and senior staff on duty | During school time and when working after school |  |
| **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.  Line managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other workplace premises such as domestic premises), the management team of the workplace will contact the NW London Health Protection Team [phe.nwl@nhs.net](mailto:phe.nwl@nhs.net) (Tel. 0203 326 1658) to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. A report also needs to be made to Corporate Health and Safety  [Corporatehealthandsafety@lbhf.gov.uk](mailto:Corporatehealthandsafety@lbhf.gov.uk) | Internal communication will be carried out regularly to reassure and support employees in a fast-changing situation.  Senior school managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Keep ‘Action Card’ on site and make all key staff aware   * Workplace lateral flow testing is now council policy if you work in the borough. Asymptomatic employees coming to an LBHF workplace (i.e. not working from home) must test negative from a test taken at a time period of no sooner than 24 hours before attendance, but no later than 30 minutes before attendance.  Fulltime asymptomatic employees in the borough and not working from home are required to test like this twice weekly. * Asymptomatic employees that sporadically visit the borough (e.g. part time teaching assistants) need to provide test results before each visit following this method. * Some asymptomatic employees might be required to provide test results daily, depending on the risk profile of the service (e.g. SEND schools in tasks where close contact with children cannot be avoided). The risk assessment for your service will tell you which testing schedule you must follow. | Head and senior staff on duty | During school time and when working after school |  |
| **Drivers of school vehicles**  Procedures in place for school vehicle drivers to ensure adequate welfare facilities available during their work - Reference  <https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm>  Persons should not share vehicles or cabs, where suitable distancing cannot be achieved unless risk assessment deems otherwise – e.g. waste operations RCVs | Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities. They must wear face coverings on school premises unless they have an exemption. | Head and senior staff on duty | During school time and when working after school |  |
| **Mental Health**  Senior staff will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/> | Regular communication of mental health information and open-door policy for those who need additional support. | Head and senior staff on duty | During school time and when working after school |  |

Once control measures are in place you must sign and display the HSE COVID 19 notice in your workplace (available from H&S)

In the section on notice entitled ‘who to contact’ you can enter [Corporatehealthandsafety@lbhf.gov.uk](mailto:Corporatehealthandsafety@lbhf.gov.uk)

1. **Wearing of gloves**. Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. Staff to be reminded that wearing of gloves is not a substitute for good hand washing. [↑](#footnote-ref-1)