

# COVID-19 – Risk Assessment for schools visits



<p>Description of what is being assessed</p>		<p><i>*This is a SAMPLE/TEMPLATE RISK ASSESSMENT –The contents of the template are not exhaustive but can be used to further develop a risk assessment to suit your circumstances.</i></p> <p><i>Each member of the team needs to undertake their own risk assessment in relation to their work activities.</i></p> <p><i>The risk ratings in red are indicative ratings only. Assess and score the Risks based on your Information and work activities.</i></p> <p><b>Risk Assessment for Schools Visits</b></p> <p><b>(To be read in conjunction with Individual Assessment and specific School COVID 19 risk assessments).</b></p> <ul style="list-style-type: none"> <li>• Assessment of risks and control measures required for peripatetic Education Workers to enable controlled start-up of normal activities.</li> <li>• Return to work subject to National Government guidance and controls for an unspecified length of time.</li> <li>• Through media coverage and GwE guidance, all Employees are aware of Covid-19 symptoms, physical distancing requirements and personal hygiene/handwashing precautions.</li> </ul>					
<p>Service</p>		<p>Department \ team</p>		<p>Review Date</p>	<p>/ /</p>	<p>/ /</p>	<p>/ /</p>
<p>Assessor(s)</p>		<p>Assessment Date</p>	<p>/ /</p>	<p>By</p>			

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Identify the significant Hazards	Identify who might be harmed & how  (Provide an approximation of the numbers of people exposed to the hazard)	<ul style="list-style-type: none"> <li>Identify how the risk is currently controlled</li> <li>(If you are planning a new activity, what will you be doing to control the risk?)</li> </ul>	Assess the risk level with the controls			Identify any further actions  (These actions are something you could or should do, they may or may not reduce the risk further).	Risk level after any additional controls			Action by	Target date
			Severity	Likelihood	Risk Level H / M / L		Severity	Likelihood	Risk Level H / M / L		
<b>Contracting or Transmitting COVID 19 by Regional wide travel and numerous site visits</b>	<p><b>Who:</b> Peripatetic Employee, School Colleagues, School Learners, Learner's Families</p> <p><b>How:</b> Transmission/Contraction of COVID 19 via close contact with multiple groups/cohorts and visits between multiple sites.</p>	<ul style="list-style-type: none"> <li>Personal awareness of COVID19 symptoms.</li> <li>Personal responsibility for monitoring own health and fitness (with self isolation upon any signs of COVID19 symptoms.</li> <li>Follow National guidance on social distancing.</li> <li>Scrupulous attention to regular hand washing, sanitising and other means of prevention (e.g cough/sneeze hygiene).</li> <li>Rigorous attention to following all site rules.</li> </ul>	5	2	10 (M)	<ul style="list-style-type: none"> <li>Continue to monitor national guidance and GwE guidance and respond accordingly.</li> </ul>					
<p><b>Information and Instruction on Site Rules/Policies</b></p> <p><b>Lack of Individual site Knowledge</b></p>	<p><b>Who:</b> Peripatetic Employee, School Colleagues, School Learners.</p>	<ul style="list-style-type: none"> <li>Awareness of site risk assessments and site rules/Policies prior to attending site.</li> <li>Discuss any specific issues not covered by the</li> </ul>	5	2	10 (M)	<ul style="list-style-type: none"> <li>Continue to monitor national guidance and GwE guidance and respond accordingly.</li> </ul>					

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	<p><b>How:</b> Failure to follow site rules/protocols Potential spread of infection between sites.</p>	<p>site rules with the Head Teacher/SLT prior to attending site.</p> <ul style="list-style-type: none"> <li>Awareness of COVID19 symptoms and personal health/fitness to attend work. (Persons displaying symptoms should not attend the workplace).</li> </ul>								
<b>Transport/access to site</b>	<p><b>Who:</b> Employee</p> <p><b>How:</b> Potential spread of infection (face to face contact/ touching surfaces etc)</p>	<ul style="list-style-type: none"> <li>Employees should attend the site using personal mode of transport in preference to public transport.</li> <li>Employees should not car share (unless in same household).</li> <li>Employee to ensure cleanliness of internal vehicle surfaces/handles etc.</li> <li>Ensure adequate sanitising is carried out when arriving at/leaving vehicle.</li> </ul>	5	2	10 (M)	<ul style="list-style-type: none"> <li>Ensure hand sanitising cleaner/hygienic wipes is available for use in vehicles.</li> </ul>				
<b>Arrival at school/departure from school buildings</b>	<p><b>Who:</b> Peripatetic Employee, School Colleagues, School Learners.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>All visits must be pre-arranged with the site.</li> <li>On arrival at site, report to Head Teacher/Main office to record attendance for site security and 'Track, trace,protect' requirements.</li> </ul>	5	2	10 (M)					

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		<ul style="list-style-type: none"> <li>Follow all site rules on contact with Learners, social distancing, handwashing/hygiene requirements, PPE and face coverings.</li> <li>If social distancing is not practicable, consider the use of face coverings.</li> </ul>								
<b>Handling Objects / Items / Paperwork</b>	<p><b>Who:</b> Peripatetic Employee, School Colleagues, School Learners.</p> <p><b>How:</b> Potential spread of infection through face to face contact/ contaminated surfaces.</p>	<ul style="list-style-type: none"> <li>Staff should not handle pupil's exercise books. If available, staff should consider reviewing books via a visualiser</li> <li>Staff should only review school paperwork, including SDP/SIP electronically</li> <li>Staff should not bring into school or take out of school any materials</li> </ul>	5	2	10 (M)	Continue to monitor national guidance and GwE guidance and respond accordingly.				

Risk Matrix		Severity				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Likelihood	1 Unlikely	Very Low	Low	Low	Low	Medium
	2 Rare	Low	Low	Medium	Medium	Medium
	3 Possible	Low	Medium	Medium	Medium	High
	4 Likely	Low	Medium	Medium	High	High
	5 Very Likely	Medium	Medium	High	High	Very High

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### Examples of Severity

Risk Types	Injury	Negligible injury but worth recording	Minor cuts, bumps and bruises	Injury with short term effect or visit to hospital	RIDDOR Level event	Single/multiple fatalities
	Damage/Loss	Negligible damage but worth recording	Minor building or equipment damage	Damage to equipment or property – short term effect	Temporary loss of facility or equipment	Total loss of building or equipment.
	Effect on Service	Negligible effect but worth recording	Effect on some Service/Citizens	Noticeable effect on Service/Citizens	Detrimental effect on Service/Citizens	Loss of Service/ Adverse PR

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