**Argyll & Bute Council Risk Assessment Form**

* Form to be completed only by competent, trained assessors.
* Use in conjunction with Guidance on Risk Assessment and flow process chart – calculate risk rating from matrix, Likelihood x Severity = Risk Rating.
* Insert photographs where appropriate or available.
* Once completed pass form to line management for implementation of any new control measures identified.
* Copy to be retained within service.
* Copy to be sent to Health & Safety Manager, Improvement & HR, Whitegates Road, Lochgilphead, PA31 8SY.
* If you require additional guidance or help contact healthandsafety@argyll-bute.gov.uk

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **LIKELIHOOD** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost Certain** |
| **S**  **E**  **V**  **E**  **R**  **I**  **T**  **Y** | **1** | **Insignificant** | **1L** | **2L** | **3L** | **4L** | **5M** |
| **2** | **Minor** | **2L** | **4L** | **6M** | **8M** | **10M** |
| **3** | **Moderate** | **3L** | **6M** | **9M** | **12M** | **15H** |
| **4** | **Major** | **4L** | **8M** | **12M** | **16H** | **20H** |
| **5** | **Catastrophic** | **5M** | **10M** | **15H** | **20H** | **25H** |

|  |  |
| --- | --- |
| **Hierarchy of Controls** | |
| **a**. **Elimination** | **d. Otherwise controlled** (e.g. safe systems of work, signage, warnings, procedures, training, supervision, etc. ) |
| **b**. **Substitution** **with a safer alternative** (e.g. mains tools substituted with battery operated | **e.** **Reduced effectively by using** **Personal Protective Equipment** |
| **c. Made safer through using engineering controls** (e.g. guarding) |

Identify Task and who could be affected

Identify hazards at each step within task – refer to guidance appendix 2

Identify existing controls

Rank risk using matrix

Are additional controls required, if so identify

Ensure additional controls put in place

Rank residual risk using matrix if needed

Sign risk assessment off

Copy to be retained within service

Send copy to H & S section

Review periodically

|  |  |
| --- | --- |
| **< 5** | **Low** |
| **5 <15** | **Med** |
| **15 < 25** | **High** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Argyll & Bute Council**  **Risk Assessment Form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Work Task: (**activity or process) | | | | Moving around school during COVID 19 /Staff/volunteers/Supply staff | | | | | | | | | | | **Assessment Undertaken By:** | | | | | | | | | | ASN Team (Ruth Sweeny/Lorna Stewart) | | | | | | |
| **Designation:** | ESO | | | | | |  | | | | | 30/7/20 | | | **Review Date:** | | | | As required | | | | | | **Service:** | | Education | | | | |
| **Signature:** |  | | | | | | | | | **Department/School** | | | | | | Education | | | | | | | | | | | | | | | |
| **Who may be affected?** | | | **Staff** | | **x** | **Contractors** | | **x** | **Visitors** | | **x** | | **Public** | **x** | | **Pupils** | | **x** | | | **Others** | |  | **Volunteers** | | **x** | | **Ref No:** | **Add.Sup.Dept.001** | | |
| **Hazards** | | **Controls**  **(List existing controls in place – link to policy etc)** | | | | | | | | | | | | | | | **Risk Rating**  **Use Matrix** | | | | | **Additional Controls**  **Required? (List)** | | | | | | | **Residual Risk Rating** | | |
| **L** | **S** | | **R** | | **L** | **S** | **R** |
| 1. Exposure of individual(s) to Coronavirus through close contact with infected persons. | | Hygiene and protection when entering/ exiting and moving around the School.  Remind staff and pupils that they should not attend if they or someone in their household has developed symptoms (new persistent cough or increased temperature).  Remind all staff that if they or pupils develop symptoms, they should be sent home.  Have a location where potentially symptomatic pupils can be located until they can be collected.  When arriving/exiting staff use hand sanitiser then move between the entrance and main rooms.  Staff and pupils should be encouraged to proceed to intended destination to prevent corridors becoming crowded and maintain a clear passageway.  All wheelchairs to be wiped down on entry to building. | | | | | | | | | | | | | | | 3 | 5 | | 15 | | Parental/carer contact to remind them that if they or someone in their household has developed symptoms (new persistent cough or increased temperature) then pupil should not attend.    Clear signage of hand sanitising points and observation/monitoring by staff to ensure procedures are adhered to.  Resources for cleaning of wheelchairs to be available at entrance point. | | | | | | | 3 | 5 | 15 |
| 1. Increased potential exposure as a result of staff not knowing safe systems. | | Identify any new members who require to be informed of the latest briefing and ensure they adhere to the safe procedures implemented. | | | | | | | | | | | | | | | 3 | 5 | | 15 | | Ensure new staff read and sign declaration that they have understood safe procedures | | | | | | | 2 | 5 | 10 |
| 1. Exposure of staff to Coronavirus through close contact with infected persons or fomites | | Ensure all unnecessary equipment / items are removed from surfaces.  Surfaces should be regularly cleaned and sanitised as per cleaning schedule.  Staff to ensure that all equipment is cleaned/sanitised and returned when not in use.  All work areas to be cleaned periodically (and throughout if required,) using anti- bacterial (virucidal) spray and wiped with WYPALL roll.  Hands must be washed using hot water and soap or hand sanitiser.  Hands should be dried using paper towels or wiped using baby wipes before break and lunch and at other times if required.  Designated sinks for handwashing are available.  Handwashing will take place:   * Upon entering the Learning Centre * Before eating snack * After eating snack * Before going outside for break * After returning from outside learning * Before and after changing as per NHS Guidelines * Before any exercise session * After any exercise session * Before eating lunch * After eating lunch * Upon leaving the facility at end of day | | | | | | | | | | | | | | | 3 | 5 | | 15 | | Cleaning schedule to be established and ticked as completed.  Regular monitoring and observation to ensure standards are adhered to.  Signage to identify handwashing areas  Cleaning materials and PPE to be monitored and replenished as necessary | | | | | | | 2 | 5 | 10 |
| 1. Exposure of staff/ pupils to Coronavirus through close contact with infected persons during personal care activities. | | Surfaces such as changing plinths to be cleaned and sanitised after use.  Specialist equipment such as hoists, walkers, standers, talkers, weighted vests etc. should be wiped down and sanitised prior to individual use.  Equipment should be specific to the individual and labelled.  Where any equipment such as mats and benches etc. are shared, these should be cleaned before and after use.  All contact areas require to be sanitised before and after use.  Hoist slings to remain in school to be cleaned.    Safe disposal of used cleaning materials.    Surfaces on which an individual has outwardly sneezed, coughed or salivated should be cleaned and sanitised.  Place used tissues in a bin or bag as soon as possible.  Wash hands soap and water or other alcohol based gels/sprays/ wipes.    Personal care resources to be specific to the individual they are required for. These resources should be labelled and maintained in a washable container.  Full PPE resources (disposable aprons, gloves and masks) to be worn and procedures followed for close contact toileting support.  PPE should be safely disposed after use.  **Support during eating**  Prior to eating wash hands soap and water or other alcohol based gels/sprays/ wipes.  Items used should be kept to individual pupil.  Where disposable cutlery, tableware is used this should be disposed safely.  PPE required as appropriate dependent on level of support  Follow protocol in relation to PEG feed, PPE to be used. Wipe down any feeds items that come from in home prior to use. | | | | | | | | | | | | | | | 3 | 5 | | 15 | | Cleaning schedule to be provided with confirmation that identified tasks have been undertaken. These should be initialled, dated and timed.  Inspection of slings and hoists to be undertaken prior to use and paperwork completed.  Regular review of PPE resources to ensure adequate time is allowed for replenishment. | | | | | | | 2 | 5 | 10 |
| 1. Stress and escalation in behaviour issues | | **Staff use dynamic risk assessments through process due to needs/ conditions of pupils by relating their latest child plan outcomes.**  Ensure all plans are reviewed and up to date, noting any changes post Covid-19 return. | | | | | | | | | | | | | | | 3 | 2 | | 6 | |  | | | | | | |  |  |  |
| 1. Exposure of staff/ individual to Coronavirus as a result of behaviour issues. | | |  | | --- | | Where necessary pupils should have a personal behaviour plan agreed by parents/carers and in line with the Argyll and Bute Guidance that can be accessed here:  https://www.argyll- bute.gov.uk/sites/default/files/managing\_challenging\_behaviour\_guidance\_-\_updated\_feb2019.docx  The plan will include any triggers or risks that might provoke the child to behave in certain ways; and strategies including any physical intervention and back up that might be needed.  All adults to be aware of the behaviour plan.  Pupils will be briefed each day on rules and boundaries and expectations.  Open and positive communication with pupils to gauge their understanding and mood during activities  Where spitting or biting may occur, staff should be positioned away from pupil in line with school behaviour policy.  Wiping clothing/washing hands/face, any surface as appropriate. Disposable towels.  If spitting continues to escalate, support should be requested from SMT, with appropriate PPE. | | | | | | | | | | | | | | | | 3 | 5 | | 15 | | Child’s Plan meetings to agree on protocols if not already agreed.  Staff to be reminded to read protocols for pupils they work with. Confirmation paperwork to support should be available.  Full face visors to be considered | | | | | | | 2 | 5 | 10 |