

## Risk assessment

Assessment carried out by: Tilly Brooke      Date assessment was carried out: 1/9/2020

What are the hazards?	Who might be harmed and how?	Describe the controls in place	Controls ok? y/n
Getting or spreading coronavirus by not washing hands or not washing them adequately	Account Managers Children Teachers  Visits to schools	Account Managers follow company Covid19 Policy on cleaning, hygiene and hand sanitiser - Provide information on how to wash hands properly - Provide hand sanitiser for the occasions when people can't wash their hands	
Getting or spreading coronavirus in common use high traffic areas such as corridors, staff rooms, toilet facilities, entry/exit points to schools, lifts and other communal areas	Account Managers Children Teachers  Visits to schools	Identify: <ul style="list-style-type: none"> <li>➤ areas where people will congregate, eg corridors, staff rooms, toilet facilities, entry/exit points to schools, lifts and other communal areas etc</li> <li>➤ areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas</li> <li>➤ areas and equipment where people will touch the same surfaces, such as main entrance doors etc</li> <li>➤ areas and surfaces that are frequently touched but are difficult to clean</li> </ul> Controls that we can put in place to limit the above <ul style="list-style-type: none"> <li>➤ request Covid19 policy from the school you are visiting</li> <li>➤ Regular and stringent handwashing and sanitising,</li> <li>➤ following one-way systems</li> <li>➤ spacing out tables in meeting rooms/training sessions</li> </ul>	

		<ul style="list-style-type: none"> <li>➤ increase the use of online meeting facilities</li> <li>➤ report and identify where controls cannot be followed or people are not doing what they should</li> <li>➤ limit the number of people in rooms so that social distancing rules can be met</li> </ul>	
Getting or spreading coronavirus by not cleaning surfaces, equipment, workstations and vehicle you travel in	Account Managers Children Teachers  Visits to schools	<ul style="list-style-type: none"> <li>➤ Frequently clean and disinfect equipment and surfaces that are touched regularly</li> <li>➤ If equipment like tablets/headphones or vehicles are shared then clean them after each use with medical grade sanitiser</li> <li>➤ Identify what cleaning products are needed (eg medical grade surface wipes, detergents, sanitiser with high alcohol) and where they should be used, eg wipes in vehicles, headphones, transmitters and detergent on hard work surfaces</li> </ul>	
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Account Managers & other team members	<ul style="list-style-type: none"> <li>- Have regular keep in touch meetings/calls with people working at home to talk about any work issues</li> <li>- Complete a Wellness and Action Plan (WAP)</li> <li>- Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</li> <li>- Involve workers in completing risk assessments so they can help identify potential problems and identify solutions</li> <li>- Keep workers updated on what is happening so they feel involved and reassured</li> <li>- Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take annual leave, set working hours to ensure they aren't working long hours</li> </ul>	
Increased risk of infection and	Workers	<ul style="list-style-type: none"> <li>- Identify who in our work force fall into one of the following categories: ➤ Clinically extremely vulnerable ➤ People self-isolating ➤ People with symptoms of coronavirus</li> </ul>	

<p>complications for vulnerable workers</p>		<p>Reporting system in place so people know when to notify managers that they fall into one of these categories, eg they start chemotherapy or are pregnant etc</p> <ul style="list-style-type: none"> <li>- Discuss with employees what their personal risks are and identify what we need to do in each case</li> <li>- Identify how and where someone in one of these categories will work in line with current government guidance</li> <li>- If they are coming into work identify how we will protect them through social distancing and hygiene procedures</li> </ul>	
<p>Contracting or spreading the virus by not social distancing</p>	<p>Workers Children Teachers  Visits to schools</p>	<p>Identify places where social distancing is not possible/harder ie public transport</p> <p>Where possible drive or cycle to meetings</p> <p>Where possible use remote conference tools</p> <p>Increase hand washing and where this is not possible use hand sanitiser regularly</p> <p>Sanitise all equipment and travel bags/cases after use</p>	