

RISK ASSESSMENT	TITLE: Twelve15 – Workplace risk from Covid-19 – 01 September 2021
Assessed By: Jackie Murphy	Date Assessed: 26 August 2021
Reviewed By: Sarah Atkinson	Date Reviewed: To be reviewed as Government guidance is updated

What are the hazards?	Who might be harmed?	How could they get harmed?	L	S	Initial Risk (L x S)	What are you already doing? (Existing Control Measures)	L	S	Residual Risk (L x S)	What further action is necessary? (Additional Control Measures)
COVID 19 – Risk of Covid-19 infection whilst in the workplace	Staff – Management & Business Support Teams	<ul style="list-style-type: none"> Staff could contract Covid - 19 from exposure to infected colleague or contact with contaminated surfaces 	3	3	9	<ul style="list-style-type: none"> As the return to SCC office bases will become more frequent, the Facilities Team controls in place should be followed i.e., directional signs, wearing of face coverings in communal areas & frequent handwashing/sanitisation. (Please refer to Office Risk Assessment). Ensuring the wellbeing of staff is in place through a number of support mechanisms available through the Coronavirus Guidance Hub on SCC Info. Any 'in person' meetings held in a SCC office will follow the Facilities Team guidance. Team members are encouraged to participate in the symptom-free community testing programme. This is a voluntary undertaking but highly encouraged. Downloads – Twelve15 (itstwelve15.co.uk) Staff are strongly encouraged to take up the offer of a Covid-19 vaccination(s) when it is offered. 	2	3	6	<ul style="list-style-type: none"> Managers to ensure that risk assessment arrangements are being followed as appropriate.

<p>COVID - 19 – Risk of Covid - 19 infection whilst in the workplace</p>	<p>Education Catering - front line staff</p>	<ul style="list-style-type: none"> Education Catering staff could contract Covid -19 from exposure to infected colleague or members of school community or contact with contaminated surfaces 	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> 1M+ social distancing is strongly encouraged in all areas of the kitchen and dining areas wherever practically possible. Catering staff required to access/work in areas of the school other than the kitchen & dining area are encouraged to observe social distancing. Staff members will observe enhanced personal hygiene protocols, in particular frequency of thorough hand washing guidance. Access to kitchen by authorised staff only will be adhered to. Maximise airflow by distancing and limiting access to enclosed areas e.g. stock-rooms, cloakrooms and catering offices etc. Where available use ventilation systems to maximise airflow. Enhanced cleaning schedule and sanitisation programme for all contact surfaces. In the instance of a member of staff displaying Covid – 19 symptoms, member of staff will be instructed to cease work and return home immediately. Staff member reporting symptoms will be required to refrain from work until PCR test is carried out. Staff member must isolate for 10 days in the case of a positive test result. Staff are encouraged to follow the guidance from T&T if asked to isolate and are requested to notify Twelve15 of their absence. Deliveries both external and internal, will wherever possible, observe 1M+ distancing. Use of hand alcohol gels/fluids strictly prohibited as risk of severe burns if exposed to naked flame. Staff will adhere to the guidance for the safe use and disposal of face coverings in the event that they choose to use one. Staff are strongly encouraged to avail of the symptom-free community testing programme or school-based symptom-free testing regimes where available. This is a voluntary undertaking but highly encouraged. <p>Downloads – Twelve15 (itstwelve15.co.uk)</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> Managers will review these arrangements in line with Government guidance updates
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<p>COVID - 19 – Risk of Covid 19 infection whilst in the workplace</p>	<p>Sports & Design Technology Engineers</p>	<ul style="list-style-type: none"> Engineers could contract Covid 19 from exposure to infected colleague or members of school community or contact with contaminated surfaces 	3	3	9	<ul style="list-style-type: none"> 1M+ social distancing is strongly encouraged in all areas of the working environment where possible. In the event of more than one team member in a mobile workshops (van), the wearing of face coverings is strongly encouraged, and vehicle cabs are ventilated by opening windows. Deliveries both external and internal will, wherever possible, observe 1M+ distancing. Staff will adhere to the guidance for the safe use and disposal of face coverings in the event that they choose to use one. Use of signage, tape and screening in place to cordon off and achieve 1M+ distancing wherever possible. All contact surfaces to be sanitised before and after work activities. Team manager to brief staff of daily working arrangements. On arrival, staff to register at reception, identify available facilities for comfort breaks and verify working arrangements as pre planned. Team members should avoid moving in communal areas when in a school setting when others in the school community are moving throughout the site. If this is not possible, social distancing measures are strongly encouraged or the wearing of face covering. Team base will be marked directionally to encourage social distancing. Frequency of team base cleaning schedule increased. If possible, doors and windows should remain open in team base to allow greater ventilation. Use of hand alcohol gels/fluids strictly prohibited as risk of severe burns if exposed to naked flame. Non-alcohol based hand sanitiser will be provided. Staff are requested to participate in the symptom-free community testing programme. 	2	3	6	<ul style="list-style-type: none"> Managers will review these arrangements in line Government guidance updates

						<p>This is a voluntary undertaking but highly encouraged. Downloads – Twelve15 (itstwelve15.co.uk)</p> <ul style="list-style-type: none">• Staff are strongly encouraged to take up the offer of a Covid-19 vaccination(s) when it is offered.			
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Risk Assessment Responsible Person:

Risk Rating:

The result will be a low, medium or high risk.

Likelihood (L)	
1	Event will probably never occur
2	Event could possibly occur but only rarely
3	Event could possibly occur
4	Event is likely to occur
5	Event is expected to occur

Severity (S)	
1	Minor (no first aid required)
2	Moderate (first aid required)
3	Serious (medical treatment required)
4	Critical (life changing injury)
5	Major (fatality)

		Likelihood (L)				
		1	2	3	4	5
Severity (S)	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10

1 to 6	Low	Acceptable
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8 to 12	Medium	Actions required
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15 to 25	High	Urgent action required
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