

RETURN TO WORK GUIDANCE PACK

Covid-19
04/01/2021

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Introduction

The following tools are intending to support all businesses keep people safe from the risk of COVID-19 when returning to work. The tools have been created by a team of Health & Safety experts using the latest advice from the government & NHS, IOSH and HSE

The government advice is clear that where possible work should be undertaken from home. If it is not possible to undertake work from home and your business is not on the list forced to close, you can continue to work but should assess your activities in line with the latest COVID-19 prevention methods.

PLEASE NOTE: Throughout this documentation reference is still made to the 2-metre social distancing rule as this is still considered to be the “gold” standard. From 4th July the government has announced a 1 metre PLUS rule. This means you are allowed to be 1 metre away from others providing other measures (hence the PLUS) are taken such as wearing face masks, face shields, face coverings, standing side to side (rather than face to face), enhanced hand cleaning/sanitisation, Perspex barriers etc.



Where do you start?

There's a lot of information out there regarding COVID-19 and details change daily. Trying to stay on top of the information is incredibly difficult and has created a lot of uncertainty around how to operate as a business. We've therefore structured our toolkit to provide a logical thought process to follow:

Step 1 – Complete the St John's RC School COVID-19 Inspection Form

The inspection form will ask you to consider:

- Employees, social distancing and the impact of returning to work
- Travel, Access & Egress
- Cleaning and Hygiene Practices
- Building Safety

The completed inspection form will allow you to identify gaps where additional measure may be required.

Step 2 – Use the findings from your completed inspection form to complete the St John's RC School COVID-19 Risk Assessment

The risk assessment is setup with the same four topics as the inspection form but delves into more detail on how you intend to mitigate the risk of each identified hazard. The information contained within this document is generic and you should tailor the document to be relevant to your industry and take into consideration any specific regional advice given. We've created a resource list that will allow you to quickly find the information you need from the relevant source.

Step 3 – Action Plan

Completing the risk assessment will provide you with a list of different measures that you now need to implement. This is the time to evaluate the practicality of implementing each measure and determine how to take the necessary steps to ensure they're in place ready for your return to work.

Step 4 – Communication

Communication is key and there's a lot of change that your staff need to digest and consider before returning to work. Continuous communication throughout this process will demonstrate that you're putting your staff's safety at the heart of this decision.

Step 5 – Review

The information around COVID-19 changes on a frequent basis and you will need to monitor the latest advice for any changes that could impact your business. We've provided a library of useful links that can be monitored for the latest information.



Latest Government and NHS Advice

[Latest NHS Social Distancing Information](#)

[Guidance for Employers & Businesses on COVID-19 – Industry specific guidance](#)

[Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

[Closed Business & Venue List](#)

[NHS COVID-19 Latest Information](#)

[What to do if you are told to Self-Isolate](#)

[NHS test and trace workplace guidance](#)

[NHS QR Code for your venue](#)

[Government Guidance on face coverings](#)

[Government guidance on safer travel for passengers](#)

[Government guidance on industry specific issue to consider when re opening your business](#)

Industry specific information

Construction:

<https://www.constructionleadershipcouncil.co.uk/news/clc-site-operating-procedures-guidance-v5/>

<https://builduk.org/wp-content/uploads/2020/04/Highways-England-Coronavirus-Best-Practice.pdf>

<https://www.youtube.com/watch?v=m-CoB9ukD28&feature=youtu.be>

<https://builduk.org/wp-content/uploads/2020/04/VolkerRail-Coronavirus-Best-Practice.pdf>

British Retail Consortium

<https://brc.org.uk/media/674414/brc-warehouse-and-distribution-implementation-practices-v3.pdf>

Electrical

<https://www.eca.co.uk/CMSPages/GetFile.aspx?guid=9d2dd79c-c715-4b00-8040-8d6018bce61f>

Builders Merchants

<https://ttf.co.uk/wp-content/uploads/2020/04/Branch-Operating-Guidelines-during-COVID-19-20.04.20.pdf>



COVID-19 Health & Safety Inspection Checklist **St John's RC School**

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This inspection checklist assists in identifying the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

Site: St John's RC School
Site Address: Turpins lane, Woodford bridge, Essex, IG8 8AX
Company: St John's RC School
Inspection Undertaken by: Site services
Report to: Wendy Killilea

No of issues not closed out from previous inspection		No of issues that are repeated from previous report	
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Findings of Inspection
 Level of compliance should be included in report using a Rag Rating - **Green** – Full compliance (no action required), **Amber** - breach identified (remedial action recommended), **Red** – significant breach (action required)

A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	Y	G	Individual RA carried out by School management /SLT
2.	Are you tracking people who have been identified as high risk/are shielding.	Y	G	SLT monitoring the situation
3.	Where practicable have staff been allowed to work from home/remotely.	Y	G	SLT monitor this situation if need be
4.	Can all staff maintain the government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:	Y/N	A	Classroom groups in bubbles at breaktimes and lunches etc. Limited amount of staff in offices and staff room with signage to inform staff to wear a mask and social distance



4a	Are you able to segregate staff's activities to promote 2 meters distance (where possible) 1 metre PLUS if not?	Y/N	A	Some staff have to 1:1 with a pupil making it hard to social distance, training, assemblies etc. cancelled, training only taking place if there is space for adequate social distancing
4b	If you are not able to work whilst maintaining a 2 metre (or 1 metre PLUS) distance. Have you considered the following? <ul style="list-style-type: none"> Should the activity continue If yes: <ul style="list-style-type: none"> Are you able to minimise the frequency and time workers are within 2 metres (or 1 metre PLUS) of each other and minimise the number of workers involved in these activities. 	Y	A	Classroom bubbles in place, timetable alterations (SLT) on going weekly
4c	Are you able to implement a one-way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two meters distance?	Y	G	Adequate signage across site in place
5.	Have staff been trained / notified before returning to work on any new procedures.	Y	G	Staff briefings every morning before school
6.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	G	Signage in toilets showing staff how to handwash
7.	Have staff been instructed on social distance where practicable while at work.	Y	G	Staff know their responsibilities
8.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	G	Staff showing symptoms report to school
9.	Are daily alerts from government departments e.g. Public Health England / Devolved Agencies being sourced and shared with staff.	Y	G	Daily updates plus HSE and other H&S companies on going
10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	G	Zoom meetings and conference calls in place

B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.

No	Issues	Y/N/ NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures?	Y/N	A	If car parks are full in school, staff can park in the roads adjacent to the school

2.	Are workers using their own transport for work activities.	N	G	
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc) and been provided with additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.	Y	G	Designated smoking area removed off site to make way for bike rack for cyclist
4.	Have you considered staff that are required to car share for their role and whether this could continue?	Y	G	No car sharing for the job role just staff coming to work on a daily basis in place
5.	Congestion reduced, for example, by having more entry points to the workplace.	Y	G	Entry points still the same but college one-way system in and out via classrooms in place
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	G	SLT arrange meetings, Covid -19 checks in place before meetings on site take place
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the buildings	Y	G	Visitors and contractors escorted around site and masks to be worn
8.	Have appropriate hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	Y	G	Hand sanitisers at all entrances/ exits filled and checked daily
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	G	Signage in all toilets
10.	Are the signs displayed reviewed and replaced as necessary?	Y	G	Signs updated

C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.

N	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have you completed a deep clean of the property / site before returning?	Y	G	Minster cleaning staff on site throughout the half term and on site from 4-7 pm weekdays

2	Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when site/building/premises is occupied?	Y	G	Minster cleaning services on site between 9-2 to clean school hot spot areas across site, Site services on site to clean school premises if needed
3.	Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Y/N	A	Minster cleaning on site cleaning between 4-7pm weekdays and individual minster cleaner here between 9-2 to clean hot spots which might have high contamination areas
4.	Are appropriate cleaning products being used during daily preventative clean regime.	Y	G	Minster source and supply the best materials and cleaning supplies for the best results in contamination of Covid - 19
5	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	G	Minster cleaning staff shown correct COSHH usage
6	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	N/A	N/A	Blinds in place in classroom to reduce the glare into classrooms via the windows
7	Can blinds be kept opened and locked if they cannot be removed.	Y	G	Window cords and cleats on windows in place
8	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	G	Rugs can be jet washed by Site services or cleaned by Minster cleaning company
9	Is it practicable to introduce a daily steam cleaning procedure/ enhanced cleaning for washrooms?	Y	G	Minster cleaning company on site between 4-7 pm weekdays
10	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.	Y	G	Staff have been given Hand sanitiser pumps, Safe zone spray, tissues and hand towel, top ups via site services Site services check daily stocks and inform Minster services if stock levels decrease

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.

Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/ NA	Rating R/A/G	Comments
	Has your responsible person carried out checks on your building in the following areas?			
1.	Fire Safety Systems / Emergency Lighting, serviced and tested	Y	G	Debco fire and security Ltd quarterly checks on going Site services fire alarm tests weekly and recorded Daily checks of fire alarm panel and emergency exits checked and recorded
2.	Ventilation / Humidity / Lighting & Heating.	Y	G	Heating system, lighting and heating checks on going
3.	Gas Installations- annual service by a GAS SAFE engineer/organisation	Y	G	Boilers serviced and checked by Heatworld Ltd Aug 2020
4.	Legionella Controls.	Y	G	Monthly checks by Site services
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	G	Site services on going checks and recorded
6	Passenger Lift Statutory Inspections every 6 months	N/A	N/A	Lift not in use

Workplace Health & Safety Inspection Action Summary

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
Additional Comments				

Signed: _____

Date: _____



COVID-19 Health & Safety Risk Assessment

Company Name: St John's RC School Location: IG8 8AX

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PREPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Employee Safety –								
(1) Psychological well being	Staff	<p>Test and trace system implemented 04/01/2021 in School Gym on school site</p> <p>Regular communication is in place (individual and group) to ensure staff are informed about returning to work safely.</p> <p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and SLT.</p> <p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.</p> <p>Concerns on workload issues or support needs are escalated to line manager.</p> <p>Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</p> <p>Undertake a review of your stress risk assessment to reflect new working arrangements. Where you have made significant</p>	E	Moderate	Possible	LOW	Weekly	
			E					
			E					
			E					
			E					
			E					
			E					
			E					
			P					



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PREPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
		<p>adjustments to employee's working practices, a review must be undertaken.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, Employee Assist Programmes through line managers).</p>	E					
(2) Virus transmission in the workplace	Staff, visitors, contractors	<p>Specific individual worker risk assessment have been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>An inspection checklist has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>Staff are requested to work remotely where possible and for the foreseeable future (provided it does not interfere with workload commitments).</p> <p>. The workplace is cleaned as per government guidance Cleaning in non-healthcare setting.</p> <p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p>Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines).</p> <p>Staff activities are segregated to promote 2 metres distance (where possible) 1 metre PLUS if not.</p> <p>Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been made</p>	E E E E P E E E	Major	Likely	High	Weekly	



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PREPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>whether that activity needs to continue for the business to operate.</p> <p>Where any activity that involves 2 or more persons working in close proximity, the time they are together should be kept as short as possible and minimise the frequency.</p> <p>Screens or barriers are used to separate people from each other.</p> <p>Back-to-back or side-to-side working (rather than face-to-face) is used whenever possible.</p> <p>Number of people each person has contact with is reduced by using 'fixed teams or partnering' (so each person works with only a few others).</p> <p>Reduced maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and use of stairs encouraged. Maximum occupancy number displayed on entry to lift.</p> <p>A one-way flow system is implemented (where possible) and visual aids, such as floor strips, signage are used for maintaining two metres distance.</p> <p>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p> <p>Staff informed not to wear neck ties and scarves due to the risk of transmitting the virus when working in close proximity to colleagues. Posters are displayed that encourage staying home when sick.</p> <p>Introduce a cough and sneeze etiquette.</p> <p>Alcohol hand gel has been placed at the entrance/exits to the workplace and in other areas where they will be seen.</p> <p>Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed</p>	E E E E E E E					



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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PREPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Virus transmission in the workplace – Continued	Staff, visitors, contractors	by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.	E					
		Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.	E					
		Social distancing while at work is maintained by continuing to limit social interactions by classrooms bubbles and lunchtime stagger times	E					
		Staff can bring their own provisions in for lunch and bring in their own insulated mug	E					
		The canteen is only to be used to provide seating, with staggered entry to maintain social distancing rules.	E					
		Sanitising chemicals available in the kitchen to wipe high touch points e.g. fridge, ovens, kettle, taps etc	E					
		Social gathering amongst employees have been discouraged whilst at work.	E					
		Staff requested to keep in touch through remote technology such as phone, internet and social media.	E					
		Staff have been told to stay in their bubble to reduce contact between employees.	E					
		Desks are arranged to maintain a minimum of 2 metres from each other, with staff and pupils facing in opposite directions	E					
Use of protective screening for staff in receptions or similar areas.	E							
Workstations assigned to an individual. If shared, they are shared by the smallest possible number of people.	E							
Hot desks avoided, sanitising wipes in offices to clean computer, phone etc	E							
			E					



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Virus transmission in the workplace – Continued	Staff, visitors, contractors	Fixed pairing system for people who have to work in close proximity. For example, during two-person assembly or maintenance.						
		Changed/reviewed layouts, line set-ups or processes to allow people to work further apart from each other.	E					
		Sites/building separated into working zones to keep different groups of workers physically separated as much as practical.	E					
		Restricted access between different areas of a building or site.	E					
		Reduced movement by discouraging non-essential trips within buildings and sites. For example, encouraged use of telephones where permitted, and cleaning them between use.	E					
		Reducing job and location rotation and equipment rotation, for example, single tasks for the day.	E					
		Building/site access is planned and 'area of safety' points to enable social distancing	E					
		Reduced number of people in attendance at site inductions and considered holding them outdoors wherever possible with social distancing.	E					
		Regulated use of high traffic areas including corridor and walkways to maintain social distancing. One-way system in place across site	E					
		Where PPE is already utilised as part of a work activity to protect against non-COVID-19 risks, this is continued to do so.	E					
Precautionary use of extra PPE to protect against COVID-19 is not encouraged outside of clinical settings or when responding to a suspected or confirmed case of COVID-19.	E							
Support is provided to workers in using face coverings safely if they choose to wear one. This includes:	E							



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Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Staff discouraged from hand shaking and general close personal greetings</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment</p> <p>Encourage all staff to upload the NHS trace and test app onto their mobile phones</p> <p>Display a NHS QR code at the entrance to the premises alongside the Covid 19 Secure poster and get visitors to scan the QR code with their mobile phones.</p>	E E E E					
(3) Someone entering the workplace with COVID-19	Staff, visitors, contractors	<p>Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19 including 'Covid 19 secure' assurance notice.</p> <p>Visitors to complete a pre visit questionnaire</p> <p>Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations.</p> <p>Staff will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms</p>	E E E E	Major	Possible	Medium	Weekly	



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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PREPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Travel, Access & Egress								
(4) Travelling to work	Staff, visitors, contractors	<p>Sufficient parking restrictions to maintain social distancing measures in place.</p> <p>Workers will be instructed to use their own transport for work activities.</p> <p>Additional parking or facilities provided such as bike-racks to help people walk, run, or cycle to work where possible.</p> <p>Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc</p>	E E E P	Major	Possible	Medium	Weekly	
(5) Driving at work	Staff, contractors	<p>Non-essential travel is minimised– consider remote options first.</p> <p>The number of people travelling together in any one vehicle is minimised, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.</p> <p>Site school mini buses are out of use for pupil trips.</p> <p>Procedures in place to minimise person-to-person contact during deliveries to sites.</p>	E P E E	Moderate	Possible	Medium	Weekly	
(6) Entry and exit to building	Staff, visitors, contractors	<p>Congestion reduced, for example, by having more entry points to the workplace.</p> <p>Access and exit from main building involving signing in/out at reception digitally managed, any touchscreen technology avoided.</p> <p>Access to the building/site been restricted to visitors and contractors etc.</p>	E E E	Moderate	Possible	Medium	Weekly	

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		<p>Visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>Hand sanitiser pump action containers are available in every work area and on main travel routes through the building/site including access and egress areas</p> <p>Advisory hand washing, hand sanitising, mask wearing and social distancing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.</p> <p>Signs displayed reviewed and replaced as necessary.</p> <p>Collaborative working conducted with SLT</p>	E E E E E E					



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Cleaning and hygiene measures								
(7) Environmental Cleaning	Staff, visitors, contractors	A deep clean of the property / site before returning is performed if required. Follow government guidance Cleaning in non-healthcare setting.	E	Major	Unlikely	Medium	Weekly	
(8) Cleaning Frequency	Staff, visitors, contractors	If practicable a daily steam cleaning procedure/enhanced cleaning for washrooms is undertaken. Minster Cleaning company on site between 9-2	E	Major	Unlikely	Medium	Weekly	
(9) Commonly touched surfaces	Staff, visitors, contractors	All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas. Where practical, curtains and blinds are removed to minimise the areas where viruses can be difficult or time consuming to remove. Blinds be kept opened and locked if they cannot be removed. Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier. Appropriate cleaning products are used during daily preventative clean regime. Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations. Any use of common work equipment is restricted and managed. Minster Cleaning company on site between 9-2	E E E E E E	Major	Possible	High	Weekly	
(10) Use of cleaning products	Staff, contractors	Persons undertaking the cleaning been instructed with clear safe usage instructions.	E	Moderate	Unlikely	Low	Weekly	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
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Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use Correct PPE is provided for the use of cleaning materials.	E E					
(11) Housekeeping	Staff, contractors	Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day. Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents. Minster cleaning are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.	E E E	Moderate	Unlikely	Low	Weekly	



Work must continue alongside COVID-19 and you still have a duty to ensure a safe place of work for your staff, visitors etc. If you're intending to bring your staff back to your workplace and your workplace has been sat idle, we would suggest giving some consideration to the following topics:

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Fire Safety Systems / Emergency Lighting								
Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here .								
(12) Fire, heat, burns, smoke inhalation	Staff, visitors, contractors	Responsible person has carried out checks on your building in the following areas: Emergency lighting suitable, sufficient and maintained. Suitable number fire extinguishers available in required location. Fire blankets available in required location. Fire alarm and detection system for the buildings tested, inspected and maintained. Means of escape clear. Fire doors provided and maintained in good working order. Building has suitable lightning conductors / protection. The fire risk assessment suitable & sufficient / current.	E E E E E E E E	Fatality	Unlikely	Medium	Weekly	



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Ventilation / Humidity / Lighting & Heating								
Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
(13) Temperature/ Humidity	Staff, visitors, contractors	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius). Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.	E E	Minor	Unlikely	Low	Weekly	
(14) Ventilation	Staff, visitors, contractors	Natural ventilation is available in the workplace, e.g. windows or open doorways. Air exchange rate of the air handling system meet standard requirements for the occupants in the building. Ventilation systems have been adequately maintained and serviced.	E E E	Minor	Unlikely	Low	Weekly	
Gas Installations								
Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
(15) Gas Installations	Staff, visitors, contractors	Gas installations e.g. boilers been inspected, tested and maintained at required frequencies. Adequate ventilation available next to gas installations. Carbon monoxide detection available next to gas installations and in operation. Gas isolation control switches available and clearly identified. Supplier's emergency contact number clearly displayed, un- obscured and legible. Gas cylinders being used safely (if used).	E E E E N/A	Fatality	Very unlikely	Low	Weekly	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Legionella/Water Systems/Hygiene								
Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
(16) Water outlets Legionella	Staff, visitors, contractors	Tanks, taps and shower outlets inspected and maintained. Suitable controls in place to reduce the risk of legionnaires disease. Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.	E E E	Moderate	Unlikely	Low	Weekly	
(17) Drinking water	Staff, visitors, contractors	Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm). Drinking water should ideally be "live" from the potable water main or from storage that is properly designed, sealed from ingress of dirt, vermin etc. and with good circulation. Outside water taps isolated in playground	E E E	Moderate	Unlikely	Low	Weekly	



HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
(18) Statutory Inspections	Staff, visitors, contractors	Responsible person has carried out checks on your building in the following areas: Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	E E	Moderate	Very unlikely	Low	Weekly	
(19) Lift Statutory Inspections	Staff, visitors, contractors	The thorough examination, inspection, testing and maintenance records for the lifts in date. Lifts turned off sept 2020	E	Moderate	Very unlikely	Low	Weekly	
(20) Plant and Equipment	Staff, visitors, contractors	There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date. All fixed guards on machinery in place, secure and well maintained. The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation. Defective equipment been taken out of service awaiting repair. Enough space is available for personnel to undertake their tasks safely and comfortably. Personnel have the appropriate competences and/or trained to use machines/work equipment.	E E E E E	Major	Possible	Medium	Weekly	



HAZARD	AT RISK	CONTROL MEASURES			PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome Negligible, Minor, Moderate, Major, Fatality	Likelihood Very unlikely, Unlikely, Possible, Likely, Very Likely	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Signed: Name:	M Board	Assessment Date: 01/04/21	Further action required: Y/N			Action Review Date(s): Next Review Date:				



Risk Assessment Action Plan

Risk Assessment Reference No:					
Hazard/Activity	Proposed Action	Person(s) responsible	Proposed timescale	Action Taken	Date/Signature



St John's RC School COVID-19 Visitor Questionnaire

The health and safety of our employees, customers, families and visitors remains the top priority of St John's RC school. As the Coronavirus situation continues to evolve globally, we're asking you to complete this questionnaire to help prevent the spread of or exposure to COVID-19. If you answer "yes" to any questions, we respectfully request you reschedule your visit or request a virtual consultation. If you answer "no" to these questions and plan to proceed with your visit, please email this completed document back to the originator.

While in our premises, we ask you to exercise safe social distancing guidelines, avoid handshakes and abide by current health guidelines to frequently and thoroughly wash your hands-on arrival and departure (if possible) and where possible carry and use hand sanitiser. Please arrive at your designated time and use the hand sanitisers on entry to the building. If you use any PPE please take it home with you.

Visitor Name: Click or tap here to enter text.	Visitor Mobile/Home Phone Number: Click or tap here to enter text.
Visitor Company/Organisation: Click or tap here to enter text.	St John's RC School Host: Click or tap here to enter text.
Planned Date of visit: Click or tap to enter a date.	Scheduled Time of visit: Click or tap here to enter text.

SELF DECLARATION BY VISITOR

1.	Have you been diagnosed with COVID-19 within 14 days of your visit to St John's RC School ? <input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Have you been in contact with someone who has been diagnosed with COVID-19 within 14 days of your visit to St John's RC School ? <input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Have you been in contact with someone who may have been exposed to COVID-19 within 14 days of your visit to St John's RC School? <input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Have you experienced any of the following symptoms; within 14 days of your visit to St John's RC School ? <ul style="list-style-type: none"> • High temperature • Dry, persistent cough • Anosmia – loss of taste and smell • Sore throat • Headache and body aches • Blocked nose • Difficulty breathing • Feeling weak • Diarrhoea • Chills <input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have you visited any facility or location with confirmed Covid-19 Cases? <input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Have you travelled abroad in the last 14 days? https://www.gov.uk/foreign-travel-advice <input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer to any of the above questions is "yes," access to the site will be denied and please defer your visit. If you answer "no," please proceed. Thank you.

If you feel unwell and are displaying the majority of the symptoms listed in section 4, particularly the first three, you should stay at home and follow the current Government guidelines.

Access to site (delete: **APPROVED / DEFERRED**)

Note: If you plan to be onsite for consecutive days, please immediately advise your host if any of your responses change. This information is for internal use only and not general distribution.



If the answer to any question is YES then identify the additional control measures introduced to mitigate the risk.

1.1	<2m distancing: Are employees required to carry out work in breach of 2 metre social distancing (or 1 metre PLUS) from both work colleagues and non-employees		
1.2	Contaminated surfaces: Does the work involve touching surfaces that are potentially contaminated		
1.3	Inadequate welfare facilities: Are welfare facilities inadequate to facilitate regular handwashing e.g. lack of number of facilities or lack of soap and hot water		
1.4	Pre-existing chronic conditions: Does the employee have any known pre-existing chronic condition (listed below) that may make them more vulnerable if exposed to the Covid-19 virus		
1.5	Increased vulnerability: Has the employee expressed concern about any other condition which they feel would make them more vulnerable e.g. mild asthma		
1.6	High risk work environment: Is there a higher risk of infection due to the work environment e.g. hospitals, mortuaries, densely populated workplaces etc		
1.7	High risk of infection: Is there a higher risk of infection due to the geographic location e.g. those areas with high infection rates		



Risk

The level of risk will depend on;

- the work environment
- the type of work carried out
- the distance that can be maintained between the employee and any possible source of infection
- the level of hand cleaning regime in place
- the level of information provided
- the effectiveness of existing controls that are in place

In some cases, workers may be more vulnerable to infection because of age (70 and over) or an existing condition these individuals fall into two categories as below;

Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in the group.

1. Solid organ transplant recipients.
2. People with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
4. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
6. Women who are pregnant with significant heart disease, congenital or acquired.

People who fall in this group should have been contacted to tell them they are clinically extremely vulnerable.

Clinically vulnerable people are those who are:

1. aged 70 or older (regardless of medical conditions)
2. under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds):
 - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
 - chronic heart disease, such as heart failure
 - chronic kidney disease
 - chronic liver disease, such as hepatitis
 - chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
 - diabetes
 - a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets
 - being seriously overweight (a body mass index (BMI) of 40 or above)
 - pregnant women

How to minimise the Risk

When assessing the infection risks to staff the following controls should be considered:

Avoid contact with possible sources of infection by;

- Avoiding having to work in areas where there is a known covid-19 sufferer where possible
- always ensure safe distance (2 metres or 1 metre PLUS) is maintained between individuals (this includes welfare areas), if not possible for certain activities then minimise time spent in closer proximity
- wearing gloves, where practicable, to prevent contact with potentially contaminated surfaces
- ensure employees have the facilities to carry out regular hand washing using soap and water for 20 seconds or hand sanitiser
- provide employees information about the symptoms and the control measures required
- provide employees with the correct PPE
- employees to report situations which they feel may have exposed them to the virus

Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.

Clinically vulnerable individuals, who are at higher risk of severe illness have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.

If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must consider specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.

Any other issues	Further Action Required

If a risk has been identified, indicate below the action to be taken to remove the hazard or reduce the risk.

Individual Worker's Risk Assessment

Employee's name:	Establishment:
Date:	Line Manager's Name:
Assessor(s):	Review Date:

Source of Hazard	Persons Affected	Control measures in place now	Still high risk?	Still medium risk?	Still low risk?	Further action required, by whom, timescale or reference to other assessments

Signed by Line Manager..... Signed by Employee.....



COVID-19 Information for Employees

What is the Coronavirus?

COVID-19 is a highly contagious virus that may result in you displaying the following symptoms;

- High temperature
- Dry, persistent cough
- anosmia – loss of taste and smell
- Difficulty breathing
- Sore throat
- Headache and body aches
- Feeling weak
- Chills
- Blocked nose
- Diarrhoea

If you feel unwell and are displaying the majority of these symptoms, particularly the first three, you should stay at home and follow the current Government guidelines.

General rules to protect yourself and others:

- Pay attention to symptoms
 - Stay at home for 7 days if experiencing symptoms
 - Cough or sneeze in a disposable tissue. If you don't have a tissue, use your sleeve.
 - Throw away disposable handkerchief immediately after use
 - Avoid touching your eyes nose and mouth with unwashed hands
 - Wash your hands with soap and water or a sanitiser gel several times a day for at least 20 seconds.
 - Keep at least 2m away from others where possible (1 metre PLUS if not)
 - Wear face coverings when in enclosed public spaces like public transport
 - Avoid public transport where possible
 - Only travel for essential purposes, getting to and from work and for exercise purposes
-

Workplace Control Measures

In order to keep you safe we have introduced the following site rules whilst at work; St John's RC School

- Arrive at site and have your temperature checked and collect any PPE you require for the day
 - Use your designated entry point to the building
 - Mask to be worn across site
 - Always keep 2m distance from others (1 metre PLUS if not) if queueing to access the workplace
 - Use the hand sanitisers placed at the entrance to the site
 - Follow the one-way flow system in operation when moving around the site
 - Only move around the site if essential to do so or in your classroom bubble
 - Observe the maximum occupancies of rooms (Signage in place)
 - Use the hand sanitiser stations when moving from one area to another
 - Observe the distancing rules when you are in your classroom and surrounding area
 - Follow school rules as indicated by floor and wall signage.
 - Clean common touch parts of equipment such as printers, photocopiers and computers (Classroom and ICT suites) with wipes
 - If the activity requires two persons, ensure you always pair up with the same colleague and minimise the time spent together
 - Stick to your designated staggered break time, minimise numbers of persons using the kitchen/canteen facilities and maintain distancing if possible and wash hands before returning to work
 - Maintain distancing rules when using common areas such as toilet facilities and access routes
 - When leaving site maintain social distancing in any queues. Do not congregate in groups.
 - In an emergency, for example, an accident, fire, or break-in, people do not have to stay 1m apart if it would be unsafe.
-

Wash your hands regularly

Ensure you're regularly washing your hands for at least 20 seconds, using the below technique:



Hand-washing technique with soap and water



1 Wet hands with water



2 Apply enough soap to cover all hand surfaces



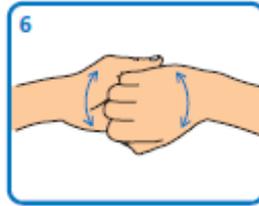
3 Rub hands palm to palm



4 Rub back of each hand with palm of other hand with fingers interlaced



5 Rub palm to palm with fingers interlaced



6 Rub with back of fingers to opposing palms with fingers interlocked



7 Rub each thumb clasped in opposite hand using a rotational movement



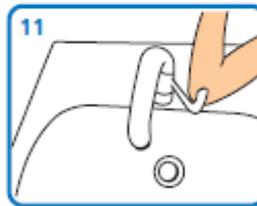
8 Rub tips of fingers in opposite palm in a circular motion



9 Rub each wrist with opposite hand



10 Rinse hands with water



11 Use elbow to turn off tap



12 Dry thoroughly with a single-use towel



13 Hand washing should take 15-30 seconds

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