



### Risk assessment: COVID-19

<b>RISK ASSESSMENT FOR:</b>	<b>COVID-19</b> Ensuring the risk of the spread of the virus in our Partner Schools is minimised.	
<b>Establishment:</b> School Space	<b>Assessment by:</b> Élise Tanner	<b>Date:</b> 15/7/2020
<b>Review Date:</b> 30th July 2020	<b>Manager Approval:</b> Jemma Phibbs	<b>Date:</b> 15/07/20

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Staff arriving on site	Staff	Transmission of virus	<ul style="list-style-type: none"> <li>- Staff provided with antibacterial hand sanitiser to use upon arriving on site.</li> <li>- Staff advised to avoid public transport when traveling to the site.</li> </ul>	Y	Y
Customers arriving on site	Customers	Transmission of virus	<ul style="list-style-type: none"> <li>- Staff advised to no longer shake hands as part normal meet and greet.</li> <li>- Staff must meet customers outside and show them into their space using the correct access route.</li> <li>- Staff will provide customers with the opportunity to wash their hands as they enter the building.</li> <li>- Parents of children attending lettings must not enter any School buildings.</li> </ul>	Y	Y
Adequate stock of disinfectant materials	Customers, School and staff	Transmission of virus	<ul style="list-style-type: none"> <li>- Staff advised to check soap availability in all toilets before bookings take place.</li> <li>- Schools requested to ensure soap stock levels are adequate in toilets.</li> <li>- Customers advised to bring hand sanitiser and disinfectant wipes.</li> <li>- School Space provides hand sanitiser and disinfectant wipes for staff usage.</li> </ul>	Y	Y
Customers with the virus are on site	Customers, staff and School	Transmission of virus	<ul style="list-style-type: none"> <li>- No-one may attend a site if they have had symptoms within the last seven days, or lives with someone who has had symptoms within the last fourteen days.</li> <li>- Customers asked to wash hands once they reach the school, especially if they have used public transport.</li> <li>- Anyone who develops symptoms whilst on site must leave the School and report the incident to</li> </ul>	Y	Y

			School Space who will ensure adequate cleaning. - Community Connectors checks in with each customer at the end of each session to ensure there have been no incidents		
Virus is transmitted via surfaces	Customers, School and staff	Transmission of virus	- Touch points regularly cleaned by staff. - Equipment usage pre-arranged with School Space. Customers will clean any equipment they use using appropriate materials. - Prop open doors where possible to avoid frequent touching on these surfaces - Staff will not wear their lanyards while cleaning	Y	Y
Virus is transmitted between persons	Customers and staff	Transmission of virus	- Staff wash their hands every 30 minutes for 20 seconds - Lettings act as “bubbles” and do not interact with anyone else on site. - Staff maintain 2 metre distancing with all customers. A badge will be worn by staff reminding everyone of this. - Staff wear masks - Indoor spaces are used with open windows/ fire exits to ensure maximum ventilation.	Y	Y