

DEPARTMENT: All Departments			ACTIVITY: Covid-19 Secure				
LOCATION: All Locations			DATE: 15/05/20				
ASSESSOR: Nigel Croucher		APPROVED BY: Alison Higgins			DATE: 15/05/20		
HAZARDS IDENTIFIED "The potential to cause harm"	RISKS "Who & How"	EXISTING CONTROLS "Actions in place to reduce harm"	PR x Probabili ty 1 to 5	SR x Severity 1 to 5	RISK RATING Total	FURTHER ACTION REQUIRED "Increased actions to reduce harm"	RESIDUAL RISK RATING

All GOV, health and education guidance not up to date.	Risk of Covid secure plan being ineffective. Infection control procedures ineffective.	Regular documented updates compiled, and reviewed to ensure compliance.	3 x	5	= 15 Medium	Ensure all guidance is up to date and followed.	Low
Up to date guidance not communicated to staff members.	Risk of Covid secure plan being ineffective. Wrong guidance being followed.	Regular SMT and Governor meetings, updates communicated by email or google docs to stall members.	3 x	5	= 15 Medium	Ensure all SMT decisions, regarding compliance are communicated to all relevant staff members.	Low
Ineffective visitor control, or lack of visitor / contractor checks.	Risk of Covid secure plan being ineffective. Infection control procedures ineffective. Possible spread of infection.	Reception areas are manned, with door security in place, all visitors/contractors asked to sign in and record their details.	3 x	5	= 15 Medium	Ensure enforcement in obtaining visitor/contractor details.	Low
Ineffective or lack of information signage.	Risk of Covid secure plan being ineffective. Infection control procedures ineffective. Confusion.	Information signage installed in all suitable areas, including hand washing and social distancing.	3 x	5	= 15 Medium	Ensure up to date, correct signage is in place, review as necessary.	Low

PEOPLE WHO MAY BE HARMED: STUDENTS TEACHERS SUPPORT STAFF VISITORS CONTRACTORS OTHERS ...

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Shortage of hygiene supplies, such as hand washing soap, sanitization gels and cleaning chemicals.	Risk of Covid secure plan being ineffective. Infection control procedures ineffective. Possible spread of infection.	Suitable current supply levels monitored by the cleaning supervisor, purchased as required from multiple suppliers.	3 x	5	= 15 Medium	Ensure our supply chain is not compromised.	Low
Ineffective cleaning regime, with a lack of infection control management.	Risk of Covid secure plan being ineffective. Infection control procedures ineffective. Possible spread of infection.	A revised new infection control cleaning regime in place, with increased hard surface cleaning, with new antibacterial chemicals, areas cleared, and cleaned are recorded.	3 x	5	= 15 Medium	Ensure enforcement, and management of the new cleaning regime, monitoring with daily checks being completed.	Low
Educational small toys or equipment that are hard to sanitize or keep hygienic such as toy soldiers, musical recorders, books etc.	Risk of Covid secure plan being ineffective. Infection control procedures ineffective. Possible spread of infection.	All shared educational toys, or equipment will be taken out of service and stored away, if they deemed necessary for lessons they must be cleaned before and after use.	3 x	5	= 15 Medium	Ensure the enforcement of items being cleaned and hygienic after use.	Low

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5 x 5 Risk Matrix

	5	4	3	2	1
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	1	2	3	4	5
	1	2	3	4	5
	S E V E R I T Y				

Probability

- 1 = Very unlikely occurrence, never happened before
- 2 = Unlikely occurrence, may have happened once in the past
- 3 = Possible, may happen and has happened before several times in the past
- 4 = Likely, has happened many times in the past and is still occurring
- 5 = Very likely, is certain to happen

Severity

- 1= Minor, first aid not required
- 2 = First Aid, provision by a qualified first aider
- 3 = Lost Time, an injury which requires a hospital visit or causes time off work
- 4 = Major, broken limbs, unconsciousness or disabling
- 5 = Fatality, results in death

Residual Risk

- 16 to 25 = **High Risk. RED** Activities should cease until controls are implemented to reduce risk
- 10 to 15 = **Medium Risk. ORANGE** Should only be tolerated in the short term whilst further controls are being considered
- 1 to 9= **Low risk. GREEN** Acceptable subject to review

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Ref: SC/RA068/NC

SCARBOROUGH COLLEGE RISK ASSESSMENT v3

Review date: TBC

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Risk Assessment read and understood:

Sign	Print	Date

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