

COVID-19 – A RISK ASSESSMENT FOR TRING PARK ASSOCIATED COURSES

All venues are required to carry out a risk assessment directly addressing risks associated with COVID-19 and operating safely.

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling hazards and the implementation of safe practice in all areas of the workplace.

This risk assessment has been produced following HSE guidelines and in conjunction with all relevant school policies.

| What are the hazards? | Who might be harmed? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
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| Getting or spreading coronavirus by not washing hands or not washing them adequately | Staff Pupils Parents/Adults bringing class members to classes | Provide water, soap and drying facilities at wash stations Provide information on how to wash hands properly and display posters Provide hand sanitiser for the occasions when people can't wash their hands Ask all to use hand sanitiser at provided sanitiser stations | Put signs up to remind people to wash their hands Provide information to your workers about when and where they need to wash their hands Identify how you are going to replenish hand washing/sanitising facilities | All staff involved, including cleaning, teaching and front of house staff, and HOD All users must take responsibility for hand washing, with parents of youngest class members assisting when needed | Ongoing and as directed by guidance |
| What are the hazards? | Who might be harmed? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
| Getting or spreading coronavirus in common use high traffic areas such as toilet facilities, entry/exit points to facilities, changing rooms and other communal areas | Staff Pupils Parents/Adults bringing class members to classes | Identify: areas which are frequently used Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to: leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation advise parents and class members to bring minimal personal belongings with them and to arrive dressed and ready | Regular cleaning of all spaces used | All staff involved, including cleaning, teaching and front of house staff, and HOD All users must take responsibility for following instructions, with staff assisting youngest pupils | Ongoing and as directed by guidance |

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| | | <p>for classes</p> <p>provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas</p> <p>put in place regular cleaning regimes</p> <p>consider frequency, level of cleaning and who should be doing it</p> | | | |
| What are the hazards? | Who might be harmed? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
| Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations | <p>Staff</p> <p>Pupils</p> <p>Parents/Adults bringing class members to classes</p> | <p>Follow published guidance on cleaning and hygiene</p> <p>Identify surfaces that are frequently touched and by many people and specify the frequency and level of cleaning and by whom</p> <p>Identify where you can reduce the contact with surfaces</p> <p>Identify what cleaning products are needed and where they should be used</p> <p>Provide more bins and empty them more often</p> <p>Clean any shared equipment regularly</p> <p>Put in place arrangements to</p> | <p>Provide instruction and training to people who need to clean. Include information on the products they need to use, precautions they need to follow and the areas they need to clean</p> <p>Identify how you are going to replenish cleaning products</p> <p>Put systems in place to record all visitors</p> | <p>All staff involved, including cleaning, teaching and front of house staff, and HOD</p> <p>All users must take responsibility for following instructions, with staff assisting youngest pupils</p> | Ongoing and as directed by guidance |

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| | | clean if someone develops symptoms of coronavirus in work | | | |
| What are the hazards? | Who might be harmed? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
| Mental health and wellbeing affected due to the pandemic | Staff Pupils Parents/Adults bringing class members to classes | Follow HSE guidance on stress and mental health 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 Keep all users updated on what is happening so they feel involved and reassured | Share information and advice with workers about mental health and wellbeing Consider an occupational health referral if personal stress and anxiety issues are identified Encourage staff to speak to school counsellors if required | HOD and Line Manager | Ongoing |
| What are the hazards? | Who might be harmed? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
| Poor workplace ventilation leading to risks of coronavirus spreading | Staff Pupils Parents/Adults bringing class members to classes | Follow published guidance on ventilation Identify if you need additional ventilation to increase air flow in all or parts of your workplace Fresh air is the preferred way of ventilating opening windows and doors can help | Maintain air circulation systems in line with manufacturers' recommendations | All staff involved, including cleaning, teaching and front of house staff, and HOD All users must take responsibility for following instructions, with staff assisting youngest pupils | Ongoing and as directed by guidance |