

Occupational risk assessment Coronavirus (COVID-19)

Site: All PDNPA sites and workplaces and working at home		Date 24 September 2020		
Main activities: All normal work activities <u>not covered by a more site or task specific risk assessment for controlling the risks associated with coronavirus (COVID-19)</u>				
Maximum number of people exposed: Typically, individual staff and small groups up to six (larger groups are allowed, subject to suitable precautions)				
Category, (skilled, visitor, trainee etc.): All, including trainees, apprentices and volunteers (special arrangements for more vulnerable people see below)				
Age range: All				
Frequency and duration of exposure: Daily - up to a full day (typically 8hs)				
Hazards/Risks identified: <ol style="list-style-type: none"> Staff contact with a source of coronavirus infection causing illness Infected staff (including asymptomatic staff) spreading the infection to others (including both staff and others) 				
Current action taken to reduce the risk: <ol style="list-style-type: none"> If you have symptoms of COVID-19, you must stay at home and book a free test immediately. Closely follow the advice you are given when you book your test. If you live with other people, they should stay at home too Persons that are able to may continue working from home. Any persons who cannot work from home and have been asked to return to a workplace must follow any more specific <i>COVID-secure</i> instructions for a particular workplace, task or individual(s). This includes any special arrangements for clinically vulnerable persons All persons (staff and public) are expected to exercise personal responsibility for themselves and others for whom they are responsible and to follow the general guidance overleaf 				
Risk assessment (taking account of existing controls): <i>Delete as appropriate (see notes overleaf)</i> <ol style="list-style-type: none"> A serious risk remains requiring immediate action as detailed below A significant risk remains and will be further dealt with as detailed below This is considered a low/acceptable risk that is currently sufficiently well controlled 				
Agreed new/additional control measures:		When	Who	Done
More specific <i>COVID-secure</i> arrangements are necessary for many workplaces, tasks and individuals. These must be agreed and promulgated by the line managers responsible for those sites, tasks and groups (OSHA to support)		As people return to work	Line managers/ OSHA support	Latest change 24/9/2020 (this RA)

If in doubt seek further advice from your Line Manager, OSHA or HR

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SPECIFIC RISK ASSESSMENT - School Groups

General guidance – COVID-19

1. The most common symptoms of COVID-19 are recent onset of a new continuous cough or a high temperature or a loss of, or change in, normal sense of taste or smell (anosmia). If you develop these symptoms, however mild, then you must immediately self-isolate. See the [stay at home guidance](#) for further information.
2. If you have symptoms of COVID-19, you should arrange a test by visiting [NHS.UK](#), via the app. <https://www.covid19.nhs.uk/> or contact 119 via telephone if you do not have internet access.
3. If you receive a positive coronavirus (COVID-19) test result, then you must stay at home for at least 10 days from when your symptoms started. If you live with others, all other household members who remain well must stay at home and not leave the house for 14 days. See the [stay at home guidance](#) for further information.
4. You do not need to call NHS 111 to go into self-isolation. If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 10 days, then use the [NHS 111](#) online service. If you do not have internet access, you should call NHS 111. For a medical emergency dial 999. Only visit healthcare premises in an emergency or by appointment.
5. Maintain social distancing of 2 metres from others outside your household or social bubble, wherever possible. Where this is not possible, maintain a 1 metre distance and use other mitigation (e.g. minimise other contacts, face away, meet outdoors, use a face-covering).
6. Wash your hands more often than usual, for 20 seconds using soap and water (or use sanitiser), particularly after coughing, sneezing and blowing your nose, before you eat or handle food, when you get to work, arrive home or visit other places (e.g. petrol stations, shops, cafes).
7. Cover your mouth and nose with disposable tissues when you cough or sneeze. If you do not have a tissue, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately wash your hands or use sanitiser.
8. You must wear a face covering by law in many public places, unless you have a face covering exemption because of your age, health or other condition. You are also strongly encouraged to wear a face covering in any enclosed public/work spaces where social distancing is difficult and where you come into contact with people you do not normally meet. See the [staying safe outside your home guidance](#), and [how to wear and make a cloth face covering](#).
9. Clean and disinfect regularly touched objects and surfaces at work and elsewhere, using your regular cleaning products to reduce the risk of picking up or passing on the infection.
10. If you live in an area with [local restrictions](#) in place because of higher transmission of COVID-19, you should follow the advice for your area.
11. If you are returning from certain countries affected by COVID-19, stay at home and follow the advice you are given. Find out here [which countries](#) are currently affected.

Line Managers are responsible for identifying where alternatives to normal working arrangements are necessary to comply with the principles included in this generic risk assessment and where necessary for producing additional suitable risk assessments and workplace instructions

Key reference: [Working safely during coronavirus \(COVID-19\)](#)

SPECIFIC RISK ASSESSMENT - School Groups

Safe working instructions for **outdoor school group visits** with Learning and Discovery team during the Coronavirus (COVID-19) pandemic (in addition to the general precautions included in the risk assessment above)

Note: This risk assessment should be used in conjunction with the general education visits risk assessment, site information sheets and lone working risk assessment.

Maximum number of people exposed: one 'bubble' (up to 30 students, with associated school staff) plus 1 peak district staff member and 1 volunteer

1. Confirm the Booked group has appropriate Covid-19 measures in place.
2. Social distancing (including travel in separate vehicles) must be maintained or 1m plus other mitigation (outdoors/face covering etc.) where not possible by PDNPA staff/volunteers.
3. Increased hand washing opportunities provided – a ready supply of gel/disinfectant. Where toilet block facilities are not available water and soap will be provided as a mobile hand wash facility. Disposable paper towel provided for hand drying.
4. Outdoor spaces will be used throughout the visit. Staff/volunteers will not enter the school building if on school grounds other than to use handwashing and toilet facilities in arrangement with the school. On field visits, lunches will be eaten outdoors.
5. Check that suitable PPE is available. Use of face covering where/when appropriate.
Disposable (nitrile/latex etc.) gloves
Hand sanitiser/wipes for personal use
Face covering
6. Gloves to be worn by PDNPA staff/volunteer during any handing out of equipment, as needed.
7. PDNPA staff/ volunteers to have own set of equipment for demonstrations. Groups should share equipment as little as possible.
8. All equipment to be disinfected or stored for a minimum of 72h between uses and a record sheet kept of equipment use.
9. Soft equipment where possible should be removed e.g. bags, stuffed toys etc. Any that can't be removed should be stored following procedure as above (point 8).
10. Group advised to bring own personal equipment such as pencils, clipboards, hand sanitiser etc.
11. Staff/volunteers to inform visitors as they arrive of social distancing protocols, emphasising the need to keep minimum 2m distance. (Cones or other equipment may be used as needed to give clear indication of spacing).

SPECIFIC RISK ASSESSMENT - School Groups

12. Pre visit video sent to visiting groups to show new ways of working, and explain use of any technical equipment.
13. Appropriate meeting points pre planned to give space for social distancing.
14. In public spaces where members of the public may need to pass. Individuals and/or group to move to one side, or back off to maintain social distance, where visitors may infringe the 2 m rule
15. Follow a routine cleaning operation at the end of each day/shift on any PDNPA sites used or accessed (see appropriate building risk assessment).
16. All food and refreshments must be brought with individuals. There will be no shared drinks facilities or sharing of food.
17. Change and wash clothes as soon as practicable after a working shift