

## RISK ANALYSIS AND MANAGEMENT

### Site Specific Task: COVID-19 Sanitation Practices & Safety Measurements

Site Name: Patrician Academy

Date: 25/08/2020

Hazard	Potential Harm	Cause	Control Measure	Monitoring/Actions	Responsibility
Community Transmission during pick up and drop off	Spreading COVID19 in the Community	<ul style="list-style-type: none"> <li>Due to not following recommended procedures &amp; hygiene practices.</li> </ul>	<ul style="list-style-type: none"> <li>Parents drop off students at the main school gate</li> <li>Social distancing to be observed by parents while dropping/collecting</li> <li>Students with any one of the symptoms of COVID19 are required to stay at home</li> <li>Any Student travelling on a school taxi and shows symptoms of Covid 19 will be brought to the school office and escorted to isolation</li> </ul>	<ul style="list-style-type: none"> <li>Use of hand sanitizers at entrance and exit points</li> <li>Visitor log in use at main reception to facilitate contact tracing if required</li> <li>Covid-19 and social distancing signs clear for parents/visitors to see</li> <li>Social distancing will be in place throughout school where possible</li> </ul>	<ul style="list-style-type: none"> <li>All Staff</li> <li>Management to allocate tasks.</li> </ul>
Tables/chairs/ surfaces not wiped down	Contact spread of COVID-19	<ul style="list-style-type: none"> <li>Students will use tables/chairs for indoor activities</li> <li>Students will touch tables/chairs surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate cleaning products</li> <li>Disinfect all surfaces at least once daily</li> </ul>	<ul style="list-style-type: none"> <li>Use of wipes/disinfectant and cloths to wipe down surfaces</li> <li>Ensure correct cleaning products are being used to sanitise surfaces</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> <li>All students</li> <li>Cleaners</li> </ul>
Shared areas of the school	Contact spread on surfaces	<ul style="list-style-type: none"> <li>Students touching surfaces other students will touch</li> </ul>	<ul style="list-style-type: none"> <li>Toilets, sinks etc. will be sanitised regularly</li> <li>Sanitising (ZOONO) – monthly</li> <li>Use of face masks</li> <li>Provide soap, water and drying facilities at wash stations to wash hands</li> <li>Identify areas of potential congregation</li> </ul>	<ul style="list-style-type: none"> <li>Toilet cleaning products to be used</li> <li>Toilets sanitised and disinfected regularly</li> <li>Cleaning log and procedures list</li> <li>Normal supervision procedures in place for break/lunchtimes</li> </ul>	<ul style="list-style-type: none"> <li>All Staff</li> <li>Cleaners</li> </ul>
Shared staff areas	Contact spread of Covid-19 virus germs by hands, contact, coughs etc.	<ul style="list-style-type: none"> <li>Staff touching surfaces other staff will touch</li> <li>Staff not observing social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Additional staff rooms to allow maintaining of social distancing</li> <li>Toilets, sinks etc will be sanitised regularly</li> <li>Whole school sanitising monthly</li> <li>Use of face masks</li> </ul>	<ul style="list-style-type: none"> <li>Staff will bring their own cups/utensils for break/lunchtimes</li> <li>Cleaning log</li> <li>Staff training</li> </ul>	<ul style="list-style-type: none"> <li>All staff and management</li> <li>Cleaners</li> </ul>

			<ul style="list-style-type: none"> <li>● Provide soap, water and drying facilities at wash stations to wash hands</li> </ul>		
Locker Areas	Contact spread of Covid-19 virus germs by hands, contact, coughs etc.	<ul style="list-style-type: none"> <li>● Students not observing social distancing and good hygiene etiquette</li> <li>● Students touching surfaces other students will touch</li> </ul>	<ul style="list-style-type: none"> <li>● Assigned locker areas for each year group to reduce the risk of spread between them</li> <li>● Staggered break and lunch times to minimize close contact of students</li> <li>● Locker areas sanitised monthly</li> <li>● Locker areas cleaned daily</li> <li>● Use of face masks</li> </ul>	<ul style="list-style-type: none"> <li>● Normal supervision procedures in place for break/lunchtimes</li> <li>● Additional supervision staff due to staggered break/lunchtimes times</li> <li>● Cleaning log</li> </ul>	<ul style="list-style-type: none"> <li>● School Management</li> <li>● Cleaners</li> </ul>
Students moving in corridors and between/ around classrooms	Contact spread of Covid-19 virus germs by hands, contact, coughs etc.	<ul style="list-style-type: none"> <li>● Students not observing social distancing and good hygiene etiquette</li> </ul>	<ul style="list-style-type: none"> <li>● Reduce the need for students to move around the school as much as possible</li> <li>● Student based classrooms</li> <li>● Staggered break and lunch times</li> <li>● Lockers located in student classrooms where possible</li> <li>● Building sanitised after school daily</li> <li>● Whole school sanitising monthly</li> <li>● Use of face masks</li> </ul>	<ul style="list-style-type: none"> <li>● Students, where possible, will sit at the same table for all activities and will not mix with other students, where possible</li> <li>● Encouraging and reminding students of social distancing measures</li> <li>● Normal supervision procedures in place for break/lunchtimes</li> </ul>	<ul style="list-style-type: none"> <li>● All staff has a list of names for each class group.</li> <li>● Staggered break and lunch times</li> <li>● Ensure movement is co-ordinated.</li> </ul>
What to do if a student/staff member becomes unwell	Spread of Covid-19 virus	<ul style="list-style-type: none"> <li>● Students/Staff not observing social distancing and good hygiene etiquette</li> <li>● Student/staff not isolating</li> </ul>	<ul style="list-style-type: none"> <li>● The student/staff member should be moved to an area which is at least 2 metres away from other children.</li> <li>● Moved to isolation room in as set out by the school</li> <li>● Use of face masks</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure that you have a sick bay set up daily.</li> <li>● Ensure that you record all students who feel unwell in the Accident register.</li> <li>● PPE box provided with disinfectant, tissues, aprons, disposable masks, gloves and bin bags</li> </ul>	<ul style="list-style-type: none"> <li>● All staff &amp; management</li> </ul>
Staff not adhering to new guidelines	Potential spread of COVID19	<ul style="list-style-type: none"> <li>● Staff not respecting social distancing and good hygiene etiquette</li> <li>● Staff not cleaning properly</li> <li>● Staff coming to work sick</li> </ul>	<ul style="list-style-type: none"> <li>● Staff are all trained in COVID19 prevention measures</li> <li>● Return to work forms filled in</li> <li>● Training in all new rules and guidelines, including what to do when unwell and how to wash hands/clean properly</li> </ul>	<ul style="list-style-type: none"> <li>● Online training</li> <li>● Staff/department meetings</li> <li>● Return to work forms</li> </ul>	<ul style="list-style-type: none"> <li>● All Staff &amp; Management</li> </ul>
Fire drills	Cross contamination and spread of	<ul style="list-style-type: none"> <li>● Students mixing when outside for fire drill</li> </ul>	<ul style="list-style-type: none"> <li>● Arrange social distancing fire drills with class groups and designated socially distanced areas for each class????</li> </ul>	<ul style="list-style-type: none"> <li>● Fire Safety Drill</li> </ul>	<ul style="list-style-type: none"> <li>● All Staff &amp; Management</li> </ul>

	COVID19				
Use of Materials and Equipment	Cross contamination	<ul style="list-style-type: none"> <li>Students touching equipment</li> </ul>	<ul style="list-style-type: none"> <li>Materials/ Equipment to be sanitised after each use</li> <li>Students encourage to use their own individual equipment as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning logs</li> <li>Extra equipment to avoid sharing</li> </ul>	<ul style="list-style-type: none"> <li>All staff and students</li> </ul>
School facilities and what is being implemented to prevent the spread	Cross contamination	<ul style="list-style-type: none"> <li>Virus spreading on surfaces</li> </ul>	<ul style="list-style-type: none"> <li>School to be deep cleaned inside and outside before the re-opening and monthly thereafter</li> <li>Cleaning schedule is updated and accelerated</li> <li>Additional cleaning responsibilities given to staff</li> <li>PPE to be worn during cleaning and in class in the form of face masks</li> <li>Separate cleaning tools and baskets for each area???</li> <li>Talking to students about importance of hygiene</li> <li>Hand sanitiser available at all times in all area of the school</li> <li>All bins have been have been left open</li> </ul>	<ul style="list-style-type: none"> <li>New cleaning procedures</li> <li>Cleaning logs</li> <li>Use of PPE and cleaning agents</li> <li>Sanitiser</li> <li>Soap dispensers</li> <li>Open top bins</li> </ul>	<ul style="list-style-type: none"> <li>All staff</li> </ul>

<b>Approval required</b>	<b>Form prepared by:</b>
	<b>Signature:</b> _____ <b>Date:</b> _____
	<b>Activity approved by:</b>
	<b>Signature:</b> _____ <b>Date:</b> _____

	Signature	Date
<b>Staff acknowledgeme nt of the risks and responsibilities</b>		