

COVID Secure Risk Assessment Checklist

LA Officer visiting schools and educational settings

Please complete and send to your line manager

24 hours before your visit for their 'sign off' and then send to the school /setting

Team:	Schools Health and Safety Team
Date of visit	Thursday 22 nd October 2020
School/setting being visited	Crowmarsh Gifford Primary School
Approximate length of visit	<u>Primary 3 hrs/Secondary 5 hrs</u>
Purpose of Visit	Annual monitoring
Name of LA officer visiting	Jackie Hemmings
Context:	
OCC LA officers can visit schools/ settings; this checklist will need to be completed for <u>every</u> visit. Once completed it must be emailed to the LA officer's line manager and to the headteacher of the school/manager of the setting. Wherever possible this should happen 24 hours in advance to enable 'sign off'. This process is based on the current system of controls: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	

This is the set of actions schools/settings **must** take. LA officers must follow the same hierarchy of controls. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

System of Controls (actions we must take) Prevention	Evidence towards the actions:	Confirm action in place (i.e. yes or no)
1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school *	<i>LA officers must not make visits if they have been in contact with anyone who is unwell or has Covid-19 symptoms.</i>	Yes
2) clean hands thoroughly more often than usual*	<i>Hand sanitizers have been supplied to each LA Officer.</i> <i>Everyone is expected to wash hands upon arrival and exit and as appropriate throughout the stay.</i> <i>Hand sanitizers are available within schools and settings and have been made available to LA officers.</i>	PPE kit available e.g. hand sanitiser, gloves and masks

3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*	LA officers must use any bins available on site and or ensure they take any tissues with them to dispose of properly.	Yes
4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach* <u>General principles of cleaning during the covid 19 pandemic</u>	LA officers must ensure they have cleaned any resources they take on visits. Ensure a cleaning kit is available (e.g. antibacterial wipes). Resources to be shared should only be used if absolutely necessary.	Yes - Antibacterial wipes/spray available
5) minimise contact between individuals and maintain social distancing wherever possible	A socially acceptable distance of 2M (or whatever the current guidance states) should be in place at all times between the LA officer and school/setting staff.	Yes
6) where necessary, wear appropriate personal protective equipment (PPE) <u>safe working in education childcare and childrens social care settings including the use of personal protective equipment ppe</u>	All LA officers have access to PPE equipment however it is not expected that it should be worn in a school or setting environment unless requested. PPE is work as part of infection control practices in particular when providing personal care or you cannot maintain 2m. OCC staff can order PPE supplies by contacting UrgentPPE@Oxfordshire.gov.uk	

Personal Protective Equipment (PPE)

Giving Personal care i.e. touching children	●	●		●				●			
Giving Personal Care + Risk of Splashing/spitting	●	●		●	●	●	●				
PPE & Equipment	 Hand Sanitiser	 Gloves	 Coverall	 Apron	 Goggles	 Face Shield	 Type IIR Fluid Resistance Surgical Mask	 Regular Surgical Mask	 FFP2 Mask	 FFP3 Mask + Face Fit Test	 FFP3 Re-usable Half Respirator + Face Fit Test
Tick											

- Numbers 1 to 4 must be in place in all schools, all the time.
- Number 5 must be properly considered, and schools/settings must put in place measures that suit their particular circumstances.
- Number 6 applies in specific circumstances.

Response to any infection:	Evidence towards the actions:	Confirm action in place (yes or no)
7) engage with the NHS Test and Trace process https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works	LA officers will sign in and out and provide contact details upon arrival to the office/reception in line with national protocols	
8) manage confirmed cases of coronavirus (COVID-19) amongst the school community https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak	LA working with PH Oxfordshire is monitoring this and should areas of Oxfordshire indicate a higher incidence of the virus e.g. 'yellow' on the traffic lights system, then PH will be involved in the decision of whether the visit is appropriate at this time	
9) contain any outbreak by following local health protection team advice Flowchart for dealing with confirmed cases and outbreaks of COVID	Follow most up to date flowchart supplied by PH Oxfordshire and do not visit where there is a confirmed outbreak. (NB an outbreak is 2 or more confirmed cases)	

Other actions taken to mitigate risks:	Confirm action in place (yes or no)
If you are in the vulnerable group and at higher risk of COVID consider undertaking a individual risk assessment with your manager see protecting people at higher risk on working safely pages on the intranet. https://intranet.oxfordshire.gov.uk/cms/content/covid-19	N/A
Only make visits when necessary e.g. the task cannot be completed virtually such as work scrutiny; learning walks; observation of practice	
Tasks that involve discussions with staff members e.g. planning/ strategic discussions must be carried out virtually especially if requiring groups of 6 or more people from different households (e.g. School Strategy meetings; Governor meetings; staff meetings etc.)	
- LA Officers should only schedule one visit per day to avoid contamination and possible spreading of infection. - This risk assessments must be shared with the school/setting before the visit and their risk assessment and visitor arrangements must be discussed and shared in advance with the OCC member of staff.	
Travel to the school/setting individually by car. Car sharing should be avoided.	

Signed by LA officer visiting the school/setting: 

Dated: 25/09/2020

Signed by Headteacher of the school/setting: 

Dated: 15/10/2020