




## SAV COVID Risk Assessment Form

|  |  |  |   |  |   |
|--|--|--|---|--|---|
| Reference Number   | SAV/Covid 19   | Risk Assessor (print name)                                 | Carly Anderson                                  | Signature  |  |
| Title  | Educational Site Visits (travel and service delivery)  |  |   |  |   |
| Date of Assessment Issue Number:   | Date Issue: Sept 2020  | Associated Risk Assessment number(s)                       | -   | Associated Work Procedure / Trial Plan number(s) | -   |
| Location (site, building, etc)   | Variable   | Names of all persons involved in conducting the assessment | Carly Anderson, Tracy Casson, board of trustees |  |   |
| Description of Task (include sufficient details to make the scope of the RA clear) | This risk assessment covers all activities carried out for SAV service delivery including travel to and from places of work and service delivery in light of government guidance for Covid 19. |  |   |  |   |

## Hazards and Controls

| No | Hazard Description<br>Include 'S' hazards from checklist and any others identified | How could harm occur?<br>Explain how harm could arise                       | Who/what could be harmed?<br>Identify all parties | Control Measures<br>Include sufficient information to be clear how this controls the risk posed by the hazard  | Residual Risk Rating |          |                     |
|----|--|---|---|--|----------------------|----------|---------------------|
|    |  |   |   |  | Likelihood           | Severity | Low, Medium or High |
| 1  | Travel- Avoid use of public transport and car sharing where possible.              | <ul style="list-style-type: none"> <li>Transmission of Covid 19</li> </ul>  | Staff, Volunteers and public                      | <ul style="list-style-type: none"> <li>All staff and volunteers adhere to travel guidance from the government- if public transport or car share is necessary face coverings should be worn. If car sharing windows open and travel one in the front and one in the back if possible.</li> </ul>  | <b>W</b>             | <b>E</b> | <b>Med</b>          |
| 2  | Service Delivery- Face to face   | <ul style="list-style-type: none"> <li>Transmission of Covid 19.</li> </ul> | Staff & Volunteers                                | <ul style="list-style-type: none"> <li>Staff and volunteers to ensure they are informed upon entry to school of Covid 19 risk assessment and follow schools guidance whilst on site.</li> <li>Teachers should keep 2m away from pupils and other staff members and use face shields provided. Face shields should be cleaned in between sessions.</li> <li>Whilst on site operate a no touch policy- no physical contact with staff or pupils. In an emergency the schools own risk assessment should be followed.</li> <li>If on site you begin to experience symptoms of Covid 19 you should notify the school and Tracy Casson and leave the site. You should not conduct face to face sessions until a negative test result is received.</li> <li>Hands should be washed or disinfected with alcohol gel regularly.</li> <li>Any teachers at greater risk due to their personal health should inform Tracy Casson and complete an individual risk assessment.</li> <li>Equipment used should be cleaned before being used with a different group.</li> </ul> | <b>W</b>             | <b>B</b> | <b>Low</b>          |

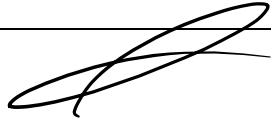
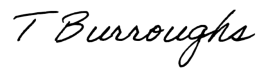
|   |                             |   |                  |   |          |          |              |
|---|-----------------------------|---|------------------|---|----------|----------|--------------|
|   |                             |   |                  | <ul style="list-style-type: none"> <li>• If informed via test and trace that you need to self isolate due to a close contact you should inform Tracy Casson and begin self isolating.</li> <li>• To avoid use of paper sharing feedback forms should be conducted by school staff or online.</li> <li>• Any teacher that has symptoms of Covid 19 or is awaiting a test should not attend face to face sessions.</li> <li>• If a pupil approaches you displaying symptoms then School staff should be notified immediately and their own risk assessment should be followed.</li> </ul>   |          |          |              |
| 3 | Service Delivery- Virtually | <ul style="list-style-type: none"> <li>• Safeguarding Risk</li> </ul> | Staff and pupils | <ul style="list-style-type: none"> <li>• Record sessions or more ideally ask the School client to record the session.</li> <li>• Never conduct a virtual session from a bedroom or other private area. Ideally you should be in a home office and against a blank background.</li> <li>• Ask for pupils to be muted and cameras to be turned off during the talk.</li> <li>• Never contact a pupil directly after a session- communication should be through appropriate channels- via our website or the teacher that has booked the session.</li> <li>• Sessions should be delivered to students that are on a School site or under supervision of a parent/teacher.</li> </ul> | <b>W</b> | <b>D</b> | <b>V LOW</b> |

## Review and Authorisation

Review and authorisation are to be recorded in the table below. Further review and/or revision are required:

- when the task being performed no longer matches the risk assessment
- every three years, based on the authorisation date

Review history should be summarised in the Change Record on the next page.

|   |                    |   |                        |
|---|--------------------|---|------------------------|
| <b>Peer reviewer</b>  | Name Adam Fouracre | Signature  | <b>Date</b> 12/10/20   |
| <b>Additional review (if required)</b>  | Name               | Signature   | <b>Date</b>            |
| On behalf of Stand Against Violence, I authorise the activity covered by this risk assessment to commence / continue on the basis that the hazards have been thoughtfully considered and the associated risks controlled to a tolerable level and as low as reasonably practicable (ALARP). |                    |   |                        |
| <b>AUTHORISATION</b>  | Name Tom Burroughs | Signature  | <b>Date</b> 13/10/2020 |

## Authorisation Levels

| Residual Risk Rating | Review   | Authorisation         | Action Required  |
|----------------------|--|-----------------------|--|
| Low                  | Local line management                          | Local line management | This represents a low residual risk; however this is dependent on the control measures being maintained  |
| Medium               | Local line management and technical specialist | Board of Trustees     | Additional controls may be required to manage the residual risk OR accept that risks are ALARP   |
| High                 | Board of Trustees and technical specialist     | Board of Trustees     | Action is required to control the residual risk, so consider stopping the work OR accept that all mitigations are in place and risks are ALARP |

## Change Record

Record here the review history and key changes to the Risk Assessment.

| Issue | Date | Review / Change Summary | Reviewer |           |
|-------|------|-------------------------|----------|-----------|
|       |      |                         | Name     | Signature |
|       |      |                         | Name     | Signature |
|       |      |                         | Name     | Signature |
|       |      |                         | Name     | Signature |
|       |      |                         | Name     | Signature |
|       |      |                         | Name     | Signature |
|       |      |                         | Name     | Signature |
|       |      |                         | Name     | Signature |

Each new Issue of the Risk Assessment must be authorised on the previous page at the appropriate level of delegation. Authorised copies of all Issues must be retained locally as well as uploaded to the Risk Assessment folder.

## Risk Matrix

| Likelihood                         | V   | W  | X  | Y   | Z                           |
|------------------------------------|---|--|--|---|-----------------------------|
| Frequency of occurrence over time  | Frequency < 1 in 100 yrs  | Frequency between 1 in 10 yrs and 1 in 100 yrs | Frequency between 1 in 5 yrs and 1 in 10 yrs                                   | Frequency between 1 in 2 yrs and 1 in 5 yrs | Frequency > 1 in 2 yrs      |
| Chance of occurrence per operation | 1 in 100,000  | 1 in 10,000                                    | 1 in 1,000   | 1 in 100                                    | 1 in 10                     |
| Examples                           | Being struck by lightning, or winning the top prize in the National Lottery |  | Being involved in a Road Traffic Collision (RTC) resulting in damage or injury |   | Having a slip, trip or fall |

|          |   | Likelihood |            |        |        |        |
|----------|---|------------|------------|--------|--------|--------|
|          |   | V          | W          | X      | Y      | Z      |
| Severity | A | (Very) Low | (Very) Low | Low    | Low    | Medium |
|          | B | (Very) Low | Low        | Medium | Medium | Medium |
|          | C | Low        | Medium     | Medium | Medium | High   |
|          | D | Low        | Medium     | Medium | High   | High   |
|          | E | Low        | Medium     | High   | High   | High   |

| Severity | Health & Safety  | Property & Equipment   | Environment  |
|----------|--|--|--|
| A        | Injuries that can be treated by the local First Aider from First Aid box | Non-disruptive unplanned property damage or programme disruption                                 | Small-scale contained spillage   |
| B        | Minor non-disabling injury requiring professional medical advice         | Minor unplanned property damage or programme disruption  | Minor uncontained spillage or release able to be contained and cleared effectively |
| C        | Serious injury or acute illness resulting in temporary disability        | Serious unplanned loss of structure, equipment, or material, extensive disruption to programme   | Serious uncontained spillage or release without breach of regulations              |
| D        | Permanent disability, loss of body part and/or chronic illness           | Extensive unplanned loss of structure, equipment, or material, extensive disruption to programme | Breach of regulatory control, may require remediation                              |
| E        | Death  | Complete loss of facility  | Significant / permanent contamination causing loss of habitat or flora/fauna       |