

**SUMMERHILL ACADEMY
JUBILEE PARK ACADEMY
LITTLE TREASURES CHILDREN’S CENTRE**

Vulnerable Workers Covid 19 Checklist/Risk Assessment

There are currently no expectations of additional controls for employees who fall within the vulnerable groups. However we expect that staff stringently apply existing controls of **social distancing, good hygiene and cleaning and ensuring their working environment is appropriately ventilated.**

This document needs to be considered in conjunction with the Academy’s wider Risk Assessment, using all references, information and advice mentioned within that document as a given to minimise transmission and hopefully keep everyone safe.

Ensure the employee is familiar with the location of the most recent risk assessment.

Name	
Job Title	
What Covid Tier is currently in place?	
Higher-risk group*	
* If Pregnancy	How many weeks pregnant? Does the employee have any other medical conditions in addition to pregnancy?

<p>Have you recently received any medical advice in relation to your vulnerability?</p>	
<p>What areas or tasks are likely to make social distancing more difficult? **</p> <p>Eg, tasks that require close contact; Age of children.</p>	
<p>What measures can be put in place to overcome these social distancing difficulties? **</p> <p>Eg, Change of tasks; PPE; additional cleaning and sanitising; screens, does the work station have a sink or require additional hand sanitiser, etc</p>	
<p>What areas within your work space do you feel may need additional cleaning and sanitising? **</p> <p>Think about how these areas can be maintained to make cleaning easier.</p> <p>Are all surfaces clear of objects?</p> <p>Are there any areas that can be cleaned and sanitised “as you go” and requires access to cleaning wipes.</p>	
<p>Well-being</p> <p>What are you main concerns about being in the work place?</p>	

<p>How can we help to provide you with reassurance.</p> <p>The risk assessment is in place to help staff feel safe and advise how staff can protect themselves. Remind employee that the risk assessment is always under review and staff feedback is always welcome.</p>	
<p>Is there anything the employee would like to raise that hasn't been discussed or considered by the Academy.</p>	

** To be implemented within individual risk assessment.

Additional Risk Assessment for _____

Risk Assessment for: Vulnerable Worker in the Workplace

School:

Assessment Date:

Name of Assessor(s):

Assessment Ref No:

Risk Matrix scoring

Likelihood	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

guide:

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. The activity should be halted with immediate effect until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed (Initials)
					L	S	R	
Inability to maintain social distancing when working with children	Vulnerable worker	<ul style="list-style-type: none"> Change of tasks; PPE to be worn; additional cleaning and sanitising; 	<ul style="list-style-type: none"> Ensure sufficient levels of hand hygiene products/PPE and paper towels.. Advise cleaning staff of 	Site Team All Staff Daily				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed (Initials)
					L	S	R	
		<ul style="list-style-type: none"> • does the work station have a sink or require additional hand santiser 	additional cleaning.					
Inability to maintain cleanliness when working with children.	Vulnerable worker	<ul style="list-style-type: none"> • Are all surfaces clear of objects? • Are there any areas that can be cleaned and santised “as you go” and requires access to cleaning wipes. • 	<ul style="list-style-type: none"> • Ensure sufficient levels of hand hygiene products/PPE and paper towels. • Ensure sufficient levels of cleaning wipes. • 					
Inability to maintain social distancing when dealing with accidents	Vulnerable worker	<ul style="list-style-type: none"> • Safety of the injured/affected to be prioritised during incidents • PPE to be warn, when dealing with an accident: <ul style="list-style-type: none"> ○ 2m social distancing is not required when attending to emergency situations ○ People aiding others during an emergency should pay particular attention to sanitation immediately after the situation (washing hands and sanitisation). 	<ul style="list-style-type: none"> • Ensure sufficient levels of hand hygiene products/PPE and paper towels.. 	Site Team All Staff Daily				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed (Initials)
					L	S	R	
Child, young person or other learner becomes unwell with symptoms of coronavirus and requires personal care.	Vulnerable worker	<p>PPE must be worn.</p> <ul style="list-style-type: none"> ○ if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical facemask should be worn by the supervising adult if 2 meters cannot be maintained. ○ If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical facemask should be worn by the supervising adult. ○ If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye 	<ul style="list-style-type: none"> • Ensure sufficient levels of PPE. • . 	Site Team All Staff Daily				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed (Initials)
					L	S	R	
		<p>protection should also be worn</p> <ul style="list-style-type: none"> ○ People aiding should pay particular attention to sanitation immediately after the situation (washing hands and sanitisation). 						
Risk of infection from disposing cleaning cloths, bags	Vulnerable worker	<ul style="list-style-type: none"> ● PPE to be worn whilst disposing of items. ● Pay particular attention to sanitation immediately after the situation (washing hands and sanitisation). 	On-going -	All staff Site Senior Leadership Team				
Risk of infection from disposing infectious cleaning cloths, bags	Vulnerable worker	<ul style="list-style-type: none"> ● Waste to be disposed in accordance with Government guidance on cleaning non-healthcare settings. ● Pay particular attention to sanitation immediately after the situation (washing hands and sanitisation) 	On-going -	All staff Site Senior Leadership Team				

Hazard	Who might be harmed and how?	CONTROL MEASURES (existing workplace precautions/risk control systems in place)	What further action is required?	By Who and When?	Residual Risk rating			Date completed (Initials)
					L	S	R	
To be considered when the Academy re-opens								
Increased risk of vulnerability due to increase in numbers attending the school.	Vulnerable worker	<ul style="list-style-type: none"> • Social distancing • Full PPE, wearing face mask, gloves and apron at all times • Increased hygiene – frequent washing of hands and use of anti-bacterial gel 	<ul style="list-style-type: none"> • Checks made to ensure this is being adhered to. 	SLT – daily				
		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 					

I agree to be vigilant in their adherence of social distancing measures and other preventative measures as set out in the Summerhill/Little Treasures Jubilee Park Risk Assessment and this additional documentation?

Signed _____ Date _____