



		Likelihood					
		Very Unlikely	Unlikely	Possible	Likely	Very Likely	
		1	2	3	4	5	
Negligible	1	1	2	3	4	5	
Minor	2	2	4	6	8	10	
Moderate	3	3	6	9	12	15	
Major	4	4	8	12	16	20	
Severity	Extreme	5	5	10	15	20	25

*Risk matrix used in risk assessment below
RR = residual risk*

Use guidance from Public Health England (PHE), Department of Health & Social Care (DHSC), Health & Safety Executive (HSE) and NHS to ensure the risk assessment is following the latest advice.

Coronavirus (COVID-19) Mobile Workers risk assessment

Contents

Travel

Access & Egress

Welfare

DSE

Mental health / stress

Operating in School environments while COVID is prevalent – Risk to staff health

Assessment date: 11th May 2020

Review date: 6th June 2020

Version: 1.0

Hazard	Risk	Control measures	RR	Persons at risk
Travelling to work - risk of COVID infection from others	4 x 3 = 12	<ul style="list-style-type: none"> Staff to only travel to work where work cannot be performed at home Personal vehicle, bike or walking to be conducted where possible to complete your commute to and from work Aim to minimize the frequency and amount of time using public transport If using public transport, face covering is recommended Look to travel outside rush hour periods where possible and to review starting / finishing times for staff to limit exposure 	4 x 1 = 4	Individual workers

Suspected case whilst working within the office/ school	4 x 4 = 16	If a worker develops a high temperature or a new, persistent cough they should: 1) Return home immediately 2) Avoid touching anything 3) Self isolate for a period of 7 days	4 x 1 = 4	Individual workers
Access / egress to the office/ school	4 x 4 = 16	<ul style="list-style-type: none"> • Stop all non-essential visitors • Any worker that has the ability to work from home shall continue to do so • Introduce staggered start / finish times and lunch breaks to reduce congestion • Operate the office at minimum capacity to avoid exposure to others • Where possible, remove any touch points to limit contact around the office • Require all workers to wash their hands regularly (20 seconds) • Continue social distancing (2m) whilst walking around the premises • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times • One way systems are encouraged to be implemented where possible 	4 x 1 = 4	Individual workers
Welfare & hygiene - sanitary conveniences, rest areas and eating areas	4 x 4 = 16	<ul style="list-style-type: none"> • Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • Increase cleaning rota / schedule in your work area • Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush • Enhance the cleaning regimes for workstations particularly desks, keyboards, mice, chairs, printers • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Ensure sufficient supplies of soap, hand sanitiser and paper towels remain in place • Restrict the number of people using kitchen facilities to one at a time • Staff to bring pre-prepared meals and refillable drinking bottles from home • Workers to wash hands prior to handling / eating food and to stay 2m away from one another • Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced • Tables should be cleaned between each use • Increase ventilation where possible particularly within enclosed spaces • Complete regular clothes washing after coming into contact with persons as there is evidence to suggest the virus can stay on fabrics 	4 x 1 = 4	Individual workers

Use of display Screen Equipment (DSE)	3 x 3 = 9	<ul style="list-style-type: none"> • DSE assessment in the office to be reviewed to ensure controls in place remain effective and that 2m social distancing remains in place • Occupational health information available upon request should any new difficulty arise from previous home working • Regular breaks away from the screen are encouraged with regular stretching • Equipment to be checked to ensure ongoing operation and to report concerns to line management • Remove Hot Desking arrangements • Shields / barriers to be considered if appropriate 	3 x 1 = 3	Individual workers
Stress - including mental health	4 x 4 = 16	<ul style="list-style-type: none"> • Remote staff to receive periodic contact via online team meeting or line management calls • Advise staff of technology apps that can assist with stress management and / or mental health • Offer flexible working arrangements if required • Review any mental health first aider support 	4 x 1 = 4	Individual workers
Operating in School environments while COVID is prevalent – Risk to staff health	4 x 4 = 16	<ul style="list-style-type: none"> • Only go onsite when absolutely required • PPE to be issued to all who need it • Only visit classrooms during lessons in exceptional circumstances • Where visits to areas of the school other than the IT Office are required, try to visit when there are no other occupants present • Social distancing when around the school • Regular use of gloves, sanitiser, wipes, handwashing facilities • One member of CSE Staff in IT Office at any one time – except where social distancing is possible. Staff from elsewhere within the school and students should stop at the door. • Ultimately, if staff feel genuinely unsafe, we will investigate and if required may have to advise the school to take steps before we can physically return to site • Physical barriers used as last resort to enforce social distancing • Limited movement during busy times like break time/lunch/end of school • Advise office before running low on PPE to enable timely replacements • Approach to be reviewed with School policies 	4 x 1 = 4	Individual workers, Customers

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs