



COVID-19 RISK ASSESSMENT

Assessment Reference No.	COVID-19 (v. 19) dated 1.9.21	Area or Activity Assessed:	Company-Wide To be read in conjunction with our service-specific arrangements.
Original Assessment Date:	20th May 2020		
Persons who may be affected by this activity	Workers, Service Users, Customers, Contractors and Visitors		

PRINCIPLES AND CONTEXT OF THIS RISK ASSESSMENT

Edsential continues to stay abreast of all the very latest COVID-19 guidance, requirements and good practices. The safety of our staff, contractors, service users and local communities remains our top priority.

The company continues to take all necessary steps to comply with government, Public Health, National Health Service, Department for Education, Department of Health and Social Care and Health and Safety Executive guidance, requirements and good practice across England and Wales to ensure that all workers, customers, visitors and local communities remain as safe as possible. The Management Team are fully committed to ensuring that all COVID-19 systems of control and COVID-19 secure arrangements are fully resourced.

Services continue to track relevant industry-specific requirements, guidance and good practice to ensure they protect all of those that may be affected by their business activities. Further operational details are contained in our service-specific risk assessments and/or safe systems of work which supplement this document and these are available on request.

The systems of control outlined in this document set out the measures that all Edsential workers should follow. Where services implement these systems, in conjunction with their service specific arrangements, the government and public bodies in England and Wales confirm these measures will create an inherently safer environment where the risk of transmission of the virus is substantially reduced. These measures are integral in all our working practices.

If anyone has any issues, concerns or comments about our COVID-19 systems and arrangements they should notify the service/site manager or use our BeSafe system (where available) in a timely manner. All matters will be dealt with confidentially and as a matter of priority.

Edsential COVID-19 Risk Assessment v.19 (1.9.21)

Section 1: Identify the Hazard

1.	Transmission & contracting COVID-19	✓	2.	Transmission through contact with other people	✓	3.	Transmission through contact with touch points	✓	4.	Compliance with all other statutory H&S requirements e.g. fire, first aid etc	✓
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Section 2: Risk Controls

What are the hazards?	Who might be harmed	Risk	Pre-Control Risk Rating (Likelihood x Severity)	Controls Required	Post-Control Risk Rating (Likelihood x Severity)
Contracting & spreading COVID-19	Workers Customers Contractors Drivers (in & out of sites) Visitors	Contracting or spreading Covid-19 through contact with other people or contaminated surfaces	2 x 3 = 6	<p><u>Workplaces</u></p> <p>All workers are following the latest government requirements on work outside the home. We are planning a gradual and phased return to our offices from September 2021. We are introducing a new hybrid working model for some staff, which will involve a mixture of both office and home-based working.</p> <p>We are continuing to consult our workers to ensure their working arrangements meet both business and individual needs. We remain responsive to all workers' needs.</p> <p>Our workers who are normally based in education settings, will continue to work where necessary.</p> <p>We will ensure that our workplaces are as safe as possible and are following the latest working safely guidance: Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)</p>	1 x 3 = 3

Contracting COVID-19	Those workers considered at higher risk of contracting the virus.	Contracting or spreading Covid-19 through contact with other people or contaminated surfaces	2 x 3 = 6	<p>Higher risk groups</p> <p>We continue to respect those workers who are considered clinically extremely vulnerable or at higher risk of more serious outcomes and to those facing mental and physical health difficulties. We will continue to support these workers by discussing their individual needs and taking any additional precautions advised by the government or their clinicians:-</p> <p>Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>The company has put systems in place so that workers know to notify their manager if they fall into any high-risk category, including those who may be pregnant.</p> <p>New and expectant mothers are signposted to the latest Royal College of Gynaecology and NHS guidance including:-</p> <p>2020-09-10-occupational-health-statement-rcog-rcm-fom.pdf and Pregnancy and coronavirus (COVID-19) - NHS (www.nhs.uk)</p> <p>We will carry out a pregnancy risk assessment to accordance with the Management of Health and Safety at Work Regulations (1999) and will consider adapting duties and/or facilitating home working as appropriate to further mitigate the risks.</p> <p>Those who are considered to be at higher risk are being advised to be particularly vigilant about hand and respiratory hygiene and reducing contact with others in line with the latest requirements.</p>	1 x 3 = 3
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Contracting COVID-19	Workers	Contracting or spreading Covid-19 through contact with other people or contaminated surfaces	3 x 3 = 9	<p><u>Workers who develop symptoms</u></p> <p>If a worker:-</p> <ul style="list-style-type: none"> • develops any of the symptoms of COVID-19 (a new, continuous cough, a high temperature, a loss or change in their normal sense of taste or smell), even if their symptoms are mild; • has received a positive COVID-19 test result (whether or not they have symptoms); • or has been contacted by NHS Test and Trace and advised to isolate <p>we expect them to stay at home, self-isolate and arrange a PCR test in line with latest government guidance:- Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk).</p> <p>In line with current government guidance, workers are not be required to self-isolate if they have been in close contact with someone who has tested positive for COVID-19 if any of the following apply:-</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Fully vaccinated means they have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since they received the recommended doses of that vaccine.</p> <p>We expect our workers to follow all NHS Test and Trace advice.</p>	1 x 3 = 3
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				<p>There is no requirement to self-isolate while awaiting a PCR test result and so individuals can attend their setting as usual.</p> <p>As well as getting a PCR test, workers who have been identified as a contact of someone with COVID-19 but are not required to self-isolate can help others stay safe and help prevent the spread and, as well as get a PCR test, may also consider:</p> <ul style="list-style-type: none">• limiting close contact with other people outside their household, especially in enclosed spaces• wearing a face covering in enclosed spaces and where they are unable to maintain social distancing• limiting contact with anyone who is clinically extremely vulnerable• taking part in twice weekly LFD testing <p>If anyone develops symptoms of COVID-19 whilst working for us or whilst on any of our premises, we will ensure that all areas that may have been contaminated are thoroughly cleaned and disinfected before re-use in line with latest government guidance: COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <p>If any person on our premises presents themselves with serious symptoms, we will call the emergency services.</p> <p>We do not expect any worker to come to the workplace if: they are required to quarantine having recently visited a country outside the common travel area: Travel abroad from England during coronavirus (COVID-19) - GOV.UK (www.gov.uk)</p> <p>We expect our workers to keep their line manager fully informed if they are absent from work due to any COVID-19 related absence.</p>	
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				<p>Testing</p> <p>We are continuing to promote regular COVID-19 testing (school-based, community based and home testing) to all our staff, (including during any holiday periods).</p> <p>We will support those workers who choose to get involved, but acknowledge that attendance is a personal choice and staff are entitled to make their own, informed decision on participation: Testing for coronavirus: privacy information - GOV.UK (www.gov.uk)</p> <p>Appropriate work-related COVID-19 incidents will be reported onto our Selima (HR) system and/or Prime (accident/incident) reporting system(as required by the HSE): Further guidance on RIDDOR reporting of COVID-19 (hse.gov.uk)</p> <p>We fully support and engage with the NHS Test and Trace system: NHS Test and Trace in the workplace - GOV.UK (www.gov.uk)</p> <p>We will continue to capture all required visitor information and temporarily store it in a compliant manner (and deleted/disposed of securely) in line with the latest guidance: Maintaining records of staff, customers and visitors to support NHS Test and Trace - GOV.UK (www.gov.uk)</p>	
Contracting COVID-19	All workers	Contracting or spreading Covid-19	3 x 3 = 9	<p>COVID-19 VACCINATION</p> <p>The company has a COVID-19 Vaccination Policy (available on the Selima system) and is strongly encouraging and promoting the vaccine to all workers. Staff can take time off work to attend a vaccination appointment (subject to their line manager's approval) if they are not able to get an appointment out of work hours.</p>	1 x 3 = 3

				Workers who have received the vaccine are being reminded not to become complacent and continue implementing all infection prevention and control measures.	
Spread of COVID-19	Workers Customers Contractors Drivers (in & out of sites) Visitors	Contracting or spreading Covid-19 through contact with other people or contaminated surfaces in our workplaces	2 x 3 = 6	<p><u>Work in our Workplaces</u></p> <p>Where our workers are at work in a workplace, we will follow all relevant government guidance related to the specific industry sector to ensure the workplace is COVID-19 Secure:-</p> <ol style="list-style-type: none"> 1. Edsential Sites Offices, factories and labs - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk) 2. School & Educational Premises Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) 3. Other Customers Premises e.g. Extra-Care Home Restaurants Restaurants, pubs, bars, nightclubs and takeaway services - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk) <p>If anyone has any issues, concerns or comments about our COVID-19 secure arrangements in these workplaces they should notify the service/site manager, their line manager or use our BeSafe system (where available) in a timely manner. All matters will be dealt with confidentially and as a matter of priority.</p>	1 x 3 = 3

<p>Spread of COVID-19</p>	<p>Workers Customers Contractors Drivers (in & out of sites) Visitors</p>	<p>Contracting or spreading Covid-19 through contact with other people or contaminated surfaces</p>	<p>3 x 3 = 9</p>	<p><u>Hygiene: Hand Washing, Respiratory Hygiene, Cleaning, and Ventilation</u></p> <p><u>Hand washing</u></p> <p>To help everyone keep good hand hygiene we:-</p> <ul style="list-style-type: none"> • Use signs and posters to make people aware (Coronavirus Resources - Coronavirus Resource centre (phe.gov.uk)): of how to wash their hands well, that they should wash their hands frequently, not touch their faces, cough or sneeze into a tissue which is binned safely, or into their arms if a tissue is not available. • Provide regular reminders and signage to maintain hygiene standards. • Provide hand sanitiser in multiple accessible locations, as well as washrooms (and consider the needs of people with disabilities). • Set clear use and cleaning guidance for toilets. • Enhance cleaning in busy areas. • Provide suitable waste facilities along with more frequent rubbish collection. • Provide hand drying facilities: paper towels, continuous roller towels or electrical dryers. • Keep the facilities well ventilated, for example, by opening windows and vents where possible. <p>We advise all workers to check their skin for dryness and cracking and to report to us if there is a problem.</p>	<p>1 x 3 = 3</p>
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			<p><u>Changing rooms and showers</u></p> <p>Several of our sites have changing rooms and showers and we recognise that the enclosed nature of these rooms may result in increased risk of COVID-19 spreading so we closely follow government guidance for the use of these areas: Offices, factories and labs - Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)</p> <p><u>Respiratory Hygiene</u></p> <p>Workers are reminded (and posters displayed) of good respiratory hygiene and to catch coughs and sneezes in tissues – following the Catch it, Bin it, Kill it - and to avoid touching their face, eyes, nose or mouth with unclean hands. Where tissues are not available they are advised to cough into crook of their elbow.</p> <p><u>Cleaning</u></p> <p>We appreciate that regular cleaning plays a vital role in limiting the transmission of COVID-19. We will follow all government guidance:- COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p> <p>We are:-</p> <ul style="list-style-type: none">• Reducing clutter and removing difficult to clean items• Cleaning work areas and equipment between uses, using our standard cleaning products .• Frequently cleaning objects and surfaces that people touch regularly, particularly in bathrooms and communal kitchens.• Clearing workspaces and removing waste and belongings from the work area at the end of a shift.	
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			<p>As a minimum, frequently touched surfaces will be wiped down twice a day, and one of these should be at the beginning or the end of the working day.</p> <p>Workers are encouraged to keep their work areas clear, undertake reasonable DIY cleaning and keep their personal belongings in the workplace to a minimum.</p> <p>Workers are advised to keep their clothing and footwear clean and to wash their uniforms on a regular basis.</p> <p><u>Ventilation</u></p> <p>We appreciate the importance of ventilation to mitigate the risk of aerosol spread of COVID-19 in enclosed spaces.</p> <p>We will maximise the supply of fresh air in our premises through:</p> <ul style="list-style-type: none">• fully or partially opening windows, air vents and doors to improve natural ventilation• using mechanical ventilation, (to maximise fresh air and minimise air recirculation).• identifying any poorly ventilated spaces and taking steps to improve fresh air flow in these areas (see below for further details)• encouraging the use of outside space where practical. <p>We acknowledge the balance of increased ventilation while maintaining a comfortable environment, so occupied spaces will be well ventilated in line with the HSE's principles of good ventilation: Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p>	
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				<ul style="list-style-type: none"> - Open windows and doors to allow fresh air circulation, as much as possible. - Open high level windows in preference to low level to reduce draughts. - Increase the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused etc.) - Provide flexibility to allow additional, suitable indoor clothing - Rearrange furniture where possible to avoid direct drafts - Use heating as necessary to ensure comfort levels are maintained particularly in occupied spaces - Public access doors and fire doors will not be kept open <p>We will consider the use of carbon dioxide monitors where appropriate.</p>	
Spread of COVID-19 by not social distancing	Workers Customers Contractors Drivers (in & out of sites) Visitors	Contracting or spreading Covid-19 through contact with other people	2 x 3 = 6	<p>Reducing contact for workers</p> <p>We recognise that COVID-19 can be spread through social contact. To mitigate the risk we will follow the latest government social distancing guidelines where they are recommended. We will continue to manage and reduce the number of our workers come into contact with.</p> <p>We will do this (where appropriate) by:</p> <ul style="list-style-type: none"> • reducing the number of people each person has contact with by using ‘fixed teams or partnering’ or ‘cohorting’ (so each person works with only a few others), • reviewing layouts, using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face. <p>We will also take account of those with protected characteristics and discuss with our disabled workers reasonable adjustments can be made to the workplace so they can work safely.</p>	1 x 3 = 3

				<p>We recognise that the DFE no longer recommends that it is necessary to keep children in consistent groups ('bubbles'). We will continue to maintain close communication and cooperation with our school customers about their school-specific control measures and ways of working.</p> <p><u>Peripatetic and contract workers who work with more than 1 group or move between workplaces</u></p> <p>We regularly review the arrangements for our workers to move between groups and establishments and visit/work with more than 1 group and/or establishment per day.</p> <p>All workers should be extra vigilant and follow all Edsential risk assessments, local establishment protocols and any government recommended safe practices to ensure they remain safe.</p> <p><u>Sharing Work Equipment</u></p> <p>The sharing of work equipment should be avoided where possible. If equipment has to be shared it will be thoroughly cleaned/disinfected between users.</p>	
Spread of COVID-19	Workers Customers Contractors Drivers (in & out of sites) Visitors	Contracting or spreading Covid-19 through contact with other people	2 x 3 = 6	<p><u>Face Coverings & Personal Protective Equipment (PPE)</u></p> <p>All our workers will follow the latest English and Welsh Government/Public Health and HSE guidance on the use of face coverings and PPE to protect against COVID-19 including:- Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk) https://gov.wales/operational-guidance-schools-and-settings-html#section-74954</p>	1 x 3 = 3

				<p>PPE and face coverings in non-healthcare work during the coronavirus pandemic: Overview - HSE Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</p> <p>We recognise that the DFE in England no longer advises face coverings for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>We also recognise that the English government ‘expects and recommends that members of the public to continue to wear face coverings in crowded and enclosed spaces where they come into contact with people they don’t normally meet, for example, on public transport’.</p> <p>The operational guidance for schools published by the Welsh government states ‘We no longer recommend the routine use of face coverings in the classroom for staff or learners. Schools and settings may wish to encourage their use in areas where there is likely to be more social mixing, such as in communal areas.’</p> <p>In line with current advice, Edsential workers will maintain a flexible and adaptable approach to the wearing of face coverings in our customers premises and will wear them as required or recommended by government and/or local requirements. Specific requirements are detailed in our site specific arrangements. (WHL – face coverings – personal judgement, considerate use of communal spaces, meeting rooms etc.)</p> <p>In line with government guidance, we will continue to support our workers who choose to wear a face covering to ensure they are used safely.</p>	
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				<p>We also remain mindful of people who are exempt from wearing a face covering, in line with the latest government requirements:- Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk)</p> <p>We will constantly review all of our working practices to ensure the most up to date PPE and face covering practices are being followed.</p>	
Non-compliance with statutory Regulations.	Workers Customers Contractors Drivers (in & out of sites) Visitors	Loss or personal injury	2 x 3 = 6	<p><u>Statutory Compliance Checks</u></p> <p>Edsential H&S policies and procedures remain valid along with all of our risk assessments, checks and inspection records which are transparent and are available on request.</p> <p>We maintain a program of planned and unplanned preventative maintenance to ensure we continue to remain compliant with statutory requirements, including routine site checks, food hygiene inspections, fire safety checks, legionella checks, electrical checks and inspections etc. We are maintaining our health surveillance checks.</p> <p><u>First Aid</u></p> <p>All of our first aiders will continue to administer first aid in line with our First Aid at Work policy and the latest guidance for first responders: COVID-19: guidance for first responders - GOV.UK (www.gov.uk).</p>	1 x 3 = 3
Spread of COVID-19	Workers Customers Contractors Drivers (in & out of sites) Visitors	Contracting or spreading Covid-19 through contact with other people or contaminated	2 x 3 = 6	<p><u>Travel to/from work and work-related Travel</u></p> <p>We encourage people using our vehicles to to, wherever possible:</p> <ul style="list-style-type: none"> • clean shared vehicles between shifts or on handover. • plan the journey and check the route • keep windows open for ventilation where it is possible for you to do so. 	1 x 3 = 3

		surfaces during travel to/from and for work		<ul style="list-style-type: none"> • wash or sanitise hands regularly • avoid touching their face • cover their mouth and nose with a tissue or the crook of the elbow when coughing or sneezing • dispose of waste safely, including items such as used disposable face coverings <p>Dedicated transport to schools and colleges COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>	
Spread of COVID-19	Workers Customers Contractors Drivers (in & out of sites) Visitors	Contracting or spreading Covid-19 through contact with other people or contaminated surfaces	2 x 3 = 6	<p><u>Customers, Contractors and Suppliers</u></p> <p>We will co-operate with all of our customers, contractors and suppliers in an open and transparent manner to agree suitable joint working processes for the management of COVID-19. This includes the exchange of our COVID-19 risk assessments and any related policies and procedures.</p> <p>Our workers will follow local rules, procedures and arrangements regarding hygiene, cleaning, reducing contact with others and any other COVID-19 related working practices in all of our customers premises that we are made aware of.</p> <p><u>Visitors to our sites</u></p> <p>To make sure people understand what they need to do to maintain safety when they're on our sites we will:</p> <ul style="list-style-type: none"> • Providing clear guidance on how to reduce the risk of spreading COVID-19 to people either before or on arrival. • Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired. 	

				<ul style="list-style-type: none"> Establish host responsibilities related to COVID-19 and provide any necessary training for people who act as hosts for visitors. 	
Spread of COVID-19	All workers	Musculo-skeletal disorders as a result of using DSE at home for a long period of time	2 x 3 = 6	<p><u>Working from Home</u></p> <p>We will continue to support our staff who are working from home to ensure all our statutory responsibilities are fulfilled: DSE use, provision of information and training on how workers can protect themselves e.g. set their workplaces up properly, taking regular breaks, stretching exercises etc.</p>	1 x 3 =3
Spread of COVID-19	All workers	Mental health and well-being affected through isolation or anxiety about coronavirus and its implications	3 x 3 = 9	<p><u>Stress and Mental Health</u></p> <p>Edsential actively promote mental health & wellbeing awareness for all workers at all times and understand their importance during the Coronavirus outbreak. We stay in touch with all workers and keep them updated and involved and will offer reasonable support and make reasonable adjustments on request.</p> <p>Managers and workers are signposted to on-line resources on mental health and well-being during the crisis. These are available from the company's EAP provider and also:-</p> <p>For support whilst self-isolating - Self-isolation support and inspiration (cheshirewestandchester.gov.uk)</p> <p>Education Support - the mental health and wellbeing charity for education staff</p> <p>Mental Health Resource for Schools & Colleges Anna Freud Centre MindEd Hub</p> <p>Our internal communication channels and the cascading of messages through line managers is undertaken regularly (e.g. 1:1's, team meetings and catch-up's, updates on Selima & In the Loop staff newsletter) to reassure and support all workers.</p>	1 x 3 =3

				Access to our Employee Assistance Program continues and is available to all workers who have a need. The contact telephone number is 0808 1682143.	
Spread of COVID-19	Workers Customers Contractors Drivers (in & out of sites) Visitors	Contracting or spreading CV-19	3 x 3 = 9	<p><u>Outbreak Management Plan</u></p> <p>We will take all necessary measures to comply with managing local or national outbreaks of COVID-19 local and/or national restrictions that are put in place to control any future COVID-19 outbreaks. These will include revising our service delivery models, where appropriate.</p> <p>Outbreak management is considered in our service-specific contingency plans. The aim of these is to ensure all services continue to operate as normally as possible.</p>	1 x 3 =3

Risk Rating

S = SEVERITY

L = LIKELIHOOD

Degree of Risk (DR) = RISK x SEVERITY

**** Residual Risk (RR) = the level of risk that remains after suitable and sufficient control measures are introduced.**

LIKELIHOOD	SEVERITY
1= Low	1 = Slight
2= Medium	2 = Serious
3 = High	3 = Major

Risk Matrix			
Degree of Risk	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Risk Score	Risk Rating	Actions Required
1 – 3	LOW	Continue to review working practises on a regular basis and implement any additional control measures required within the time scale given in the Risk Assessment.
4 – 6	MEDIUM	Implement control measures within time scale shown in risk assessment and review working practises on a regular basis. Review tooling and working practises used to reduce the probability of an accident to the lowest level possible. Employee consultation should be included in the review.
7 – 9	HIGH	DO NOT allow work to start and review working practises immediately. Implement all the additional control measures identified in the Risk Assessment within the given time scales. Continue to review and implement additional control measures until the probability of an accident is reduced to the lowest level possible. Employee consultation should be included in the review.

Additional control measures have been identified and are required: NO

3. Additional Control Measures Required

I.D.	Additional Assessments Required	Time Scale	Date Actioned	Reviewed	Personal Responsible

Signed: Edsential Management Team

Date of review: 1st September 2021

Date for next review: On-going

4. Document Control - Amendments

Date	Amendments	Agreed by
27.5.20	<ol style="list-style-type: none"> 1.Update GOV.UK link for vulnerable persons 2.Addition of NHS link for advice for New & Expectant Mothers 3.Addition of GOV.UK link for Interim Guidance for First Responders 4.Clarification on the requirement for face shields where a young person becomes unwell 	Tracy Moore & Helen Tomassen
29.5.20	<ol style="list-style-type: none"> 1.Addition of GOV.UK link for Test and Trace system 2.Addition of comment on of DIY cleaning 	Tracy Moore & Helen Tomassen
7.7.20	<ol style="list-style-type: none"> 1. Addition of new link for pregnant women 2. Addition of collection & temporary storage of lead visitor information for Track & Trace 3. Addition of link to advice and actions for schools for full opening in September 2020 4. Addition of Extra Care Home restaurants (and industry sector link) 5. Addition of electronic paperwork for meetings 6. Addition of measures for where workers work in more than 1 premises per day 7. Addition of HSE link to face masks & coverings guidance 8. Addition of new section on local lockdowns 	Tracy Moore & Helen Tomassen
5.8.20	<ol style="list-style-type: none"> 1.Update of classes of persons at risk (& terminology) to reflect HSE template risk assessment 2. Addition of new link to latest COVID-Secure in 2020 poster 3. Update work from home guidance ‘workers may go to work as long as the workplace is Covid-Secure, but should carry on working from home wherever possible’ 4.Update measures regarding workers who are in a clinically extremely vulnerable group (and have been shielding) to reflect the pause in these guidelines 5.Addition of measure ‘to provide information to workers so they know to notify us when they fall into one of the special categories e.g. clinically extremely vulnerable, people self-isolating, with symptoms or groups who may be at higher risk of poorer outcomes e.g. pregnant’ 6.Addition of new measure for anyone with issues, concerns or comments to notify their line manager or site/service manager 7.Update GOV.UK link to latest working in education, childcare and children’s social care guidance 8.Re-evaluation (lowering) of risk rating for PPE, First Aid, DSE & local lockdowns 	Tracy Moore & Helen Tomassen
27.8.20	<ol style="list-style-type: none"> 1.Minor amendments to grammar 2. In line with current government guidelines we will take ‘reasonable measures to ensure compliance with the law’ regarding our COVID-19 measures 	Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Andrew Allmark, Helen Tomassen

	<p>3. Statement added to acknowledge Government guidance that social distancing measures are not 'all or nothing' and that even partially implemented will offer some benefits.</p> <p>4. Amendment to reflect latest government guidance on the wearing of face masks in education settings.</p>	
17.9.20	<p>1. Replace/addition to reference 'many of our workplaces are reopening' and link to latest relevant GOV.UK guidance</p> <p>2. Addition of update link to latest RCOG advice for pregnant workers</p> <p>3. Addition of reference to CWC PHE NW Schools resource pack & CWC schools process map</p> <p>4. Addition of GOV.UK link to new statutory 'Rule of 6' requirements contained in 'Meeting others outside the home'</p> <p>5. Addition of link to GOV.UK guidance 'Safer travel guidance for passengers'</p>	Tracy Moore & Helen Tomassen
28.9.20	<p>1. Work from home guidance in line with latest government requirements</p> <p>2. Requirement for staff to keep managers informed of test arrangements and isolation requirements</p> <p>3. Requirement for face coverings - Employers requirements to provide and steps to take reasonable steps to remind people to wear face coverings where they are mandated.</p> <p>4. Requirement for face coverings - Exceptions</p> <p>5. Statutory checks - addition of health surveillance</p> <p>6. Addition of EAP telephone number</p>	Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Helen Tomassen
22.10.20	<p>1. Minor amendments in grammar</p> <p>2. Clarification of face coverings – to ensure it reflects latest requirements</p> <p>3. Clarification of vehicle requirements – Edsential vehicles.</p>	Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Helen Tomassen
13.11.20	<p>1. Amendments to reflect the additional measures required due to national restrictions in place until 2 December 2020.</p> <p>2. Addition of over 60's as a group identified at higher risk of severe outcomes.</p>	Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Helen Tomassen
2.12.20	<p>1. Removal of reference to the national restrictions that came to an end on 2 December.</p> <p>2. Addition of reference and link to Guidance for the Christmas period.</p>	Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Helen Tomassen
6.1.21	<p>1. The latest government Stay at Home lockdown requirements (plus reference to the link to GOV.UK)</p> <p>2. 'Workers to work from home unless they cannot reasonably do so'.</p> <p>3. Requirements added for clinically extremely vulnerable (CEV) and vulnerable workers.</p> <p>4. Attendance for a COVID-19 vaccination</p>	Tracy Moore, Helen Manger, Helen Tomassen

	<p>5.Update of reference to PHE NW Schools Resource Pack (version 4)</p> <p>6.Workers have been made aware of the rapid (asymptomatic) testing program that is being rolled out in some schools</p>	
1.3.21	<p>1.New section – Principles & Context of this Risk Assessment</p> <p>2.New section – Higher Risk Groups</p> <p>3.Updated advice on Clinically Extremely Vulnerable (CEV)</p> <p>4.Addition of section on Pregnant and New Mothers Risk Assessment</p> <p>5.Addition of requirements not to attend the workplace – quarantine after travel outside the travel corridor</p> <p>6.Testing – clarified advice on staff use of asymptomatic testing</p> <p>7.COVID-19 Vaccination – Strengthened sentence ‘strongly encouraging the vaccine’</p> <p>8.Hand Washing – Clarified advice to ‘strongly encouraged’</p> <p>9.Ventilation – Addition of measures from ‘Schools Coronavirus COVID-19 Operational Guidance’</p> <p>10.Updated links to ‘Schools Coronavirus COVID-19 Operational Guidance’</p> <p>11.Minor updates in terminology to match latest school’s operational guidance document</p> <p>12. Clarified measures on Peripatetic staff who move between schools ‘mixing, interaction and contact with others and maintain as much distance as possible from other staff. Where face to face contact can’t be avoided it will be kept to as short a time as possible.’</p> <p>13.Mental Health – Addition of new resource links</p> <p>14.Clarification of internal communication channels and measures to include ‘make reasonable adjustments on request’</p> <p>15. National and/or Local Restrictions strengthened measures to include ‘revising our delivery models’ and ‘continue to operate as normally as possible’.</p>	Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Helen Tomassen
19.3.21	<p>1.Addition of wider set of COVID-19 symptoms (advice to get tested)</p> <p>2.Update reference to PHE NW Schools Resource Pack (version 5)</p> <p>3.Addition of link to ‘CW&C support & inspiration whilst self-isolating’ resource</p> <p>4. Addition of requirement to maintain COVID-19 testing during holiday periods</p> <p>5.Addition of reminder for workers who have received their vaccine ‘not to become complacent and continue implementing all infection prevention and control measures’.</p>	Tracy Moore, Helen Manger, Natasha Powell, Helen Tomassen
17.5.21	<p>1. Minor amendments in grammar</p> <p>2. Remove measures that clarify that those staff who are clinically extremely vulnerable and those living with the same can now attend work, where work from home is not possible (post 31.3.21)</p> <p>3. Updated gov.uk link to latest school’s operational guidance document</p>	Tracy Moore, Helen Manger, Helen Tomassen

	4.Updated gov.uk link to COVID-19 testing privacy information	
17.6.21	<ol style="list-style-type: none"> 1.Addition of latest measures to tackle the delta variant in Cheshire West and Chester Borough added to the principles and context section of this risk assessment 2. Updated gov.uk link to latest school's operational guidance document 3. Updated reference to NW Schools resource pack - to version 6 	Tracy Moore, Helen Manger, Helen Tomassen
21.6.21	<ol style="list-style-type: none"> 1. Addition of latest measures to tackle the delta variant also introduced in the Liverpool City region - added to the principles and context section of this risk assessment 	Helen Tomassen, Helen Manger
9.7.21	<ol style="list-style-type: none"> 1. Risk Assessment reviewed against Step 4 of Roadmap in England and Wales 2. Review of hybrid working methods and gradual and phased return to offices 3. Update of information for higher risk groups and those facing mental and physical health difficulties 4. Services will nominate a SPOC where appropriate. 5. New section – Changing rooms and showers 6. Aligned wording on Hand Washing, Cleaning, Handling goods, merchandise and other materials, Ventilation and with that in Working Safely guidance. Consideration of CO2 monitors where appropriate. 7. Removal of social distancing measures in the UK and introduction of Reducing contact for workers in-line with the latest Working Safely guidance. 8. Updated face coverings guidance. 9. Aligned wording on Travel to/from work and work-related Travel with that in Working Safely guidance. 10. Clarified guidance on Visitors to our Sites with that in Working Safely guidance. 	Tracy Moore, Helen Manger, Natasha Powell, Helen Tomassen
1.9.21	<ol style="list-style-type: none"> 1. Reviewed in line with latest government, DFE, HSE etc. guidance as at 31.8.21 2. Removal of section on enhanced response to Delta variant 3. Reviewed & re-rated risks in line with latest government guidance – social distancing, face coverings, requirement to self-isolate & outbreak management plans. 4. Amended requirements for testing and isolation 5. Reviewed all requirements on social contact. 6. Reviewed section work-related travel 	Tracy Moore, Alison Wolden, Helen Tomassen