

## COVID-19 RISK ASSESSMENT

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| Assessment Reference No.                     | COVID-19  | Area or Activity Assessed: | <b>Company-Wide</b><br><br>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, Customers, Contractors, Drivers (all types) and Visitors |                            |  |

### PRINCIPLES AND CONTEXT OF THIS RISK ASSESSMENT

Edsential are staying abreast of the latest COVID-19 guidance and requirements, including the [COVID-19 Response – Spring 2021](#).

The company is continuing 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 and requirements across England and Wales to ensure that all workers, customers, visitors and communities remain as safe as possible. The Management Team are fully committed to ensure that all of our the COVID-19 systems of control and COVID-19 Secure arrangements are fully resourced.

Services are staying abreast of all relevant industry-specific requirements, guidance and good practice to ensure that their working practices remain compliant. Further details are contained in service-specific risk assessments and/or safe systems of work that supplement this document and these are available on request.

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

## Section 1: Identify the Hazard

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| 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) |
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| Contracting & spreading COVID-19 | Workers<br>Customers<br>Contractors<br>Drivers (in & out of sites)<br>Visitors | Contracting or spreading Covid-19 through contact with other people or contaminated surfaces | 3 x 3 = 9                                       | <p><b>Workplaces</b></p> <p>All workers follow the latest government requirements on work outside the home and are working from home unless they 'cannot reasonably do so'.</p> <p>Where managers in consultation with workers, judge an employee cannot reasonably carry out their duties from home they can attend the workplace. Our workers in essential services, including those in education settings, will continue to work where necessary.</p> <p>We will ensure that workplaces are as safe as possible and are displaying &amp;/or making available completed 'Staying COVID-19 Secure' posters where appropriate:-</p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/951736/staying-covid-19-secure-notice.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/951736/staying-covid-19-secure-notice.pdf</a></p> | 1 x 3 = 3  |

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| 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 | 3 x 3 = 9 | <p><b><u>Higher risk groups</u></b></p> <p>Extra consideration is given to those staff at higher risk. The company has put systems in place so that workers know to notify their manager if they fall into a higher risk category including:- clinically extremely vulnerable, self-isolating, those with symptoms or groups who may be at higher risk of severe illness e.g. over 60's, clinically vulnerable, pregnant. We will work with these employees in line with the latest government guidance:-<br/> <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>.</p> <p>In line with the above, those who are clinically extremely vulnerable (CEV) are advised not to attend the workplace until 31st March 2021 at the earliest.</p> <p>Those staff living in a household with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible.</p> <p>Those who are considered to be at higher risk are able to attend work and are being advised to be particularly vigilant about hand and respiratory hygiene, and social distancing in line with the latest requirements.</p> <p>New and expectant mothers are signposted to the latest Royal College of Gynaecology and NHS guidance including:-<br/> <a href="https://www.rcog.org.uk/globalassets/documents/guidelines/2020-09-10-occupational-health-statement-rcog-rcm-fom.pdf">https://www.rcog.org.uk/globalassets/documents/guidelines/2020-09-10-occupational-health-statement-rcog-rcm-fom.pdf</a><br/> and</p> | 1 x 3 = 3 |
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|                      |         |  |           | <p><a href="https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/">https://www.nhs.uk/start4life/pregnancy/coronavirus-covid19-advice-during-pregnancy/</a></p> <p>We will carry out a pregnancy risk assessment to follow the Management of Health and Safety at Work Regulations 1999 and will consider whether adapting duties and/or facilitating home working may be appropriate to further mitigate the risks.</p>  |           |
| Contracting COVID-19 | Workers | Contracting or spreading Covid-19 through contact with other people or contaminated surfaces | 3 x 3 = 9 | <p><b><u>Workers who develop symptoms</u></b></p> <p>If a worker develops any of the symptoms of COVID-19 (a new, continuous cough, loss of smell/taste and/or a high temperature) or lives in a household where someone else is unwell with symptoms of COVID-19 we expect them to isolate and stay at home in line with latest government guidance:-<br/> <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>If a worker develops any the wider set of symptoms of COVID-19 that are being promoted by some Local Authorities (diarrhoea, a persistent headache, fever and chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, sore throat, congestion or runny nose, nausea or vomiting) we advise them to isolate and get tested in line with local advice:-<br/>         Wirral Council <a href="https://www.wirral.gov.uk/covid-19-testing/covid-19-testing-people-who-have-symptoms">https://www.wirral.gov.uk/covid-19-testing/covid-19-testing-people-who-have-symptoms</a><br/>         Cheshire West and Chester Council<br/> <a href="https://www.cheshirewestandchester.gov.uk/news-and-views/incidents/coronavirus-covid-19/covid-19-testing/testing-with-symptoms.aspx">https://www.cheshirewestandchester.gov.uk/news-and-views/incidents/coronavirus-covid-19/covid-19-testing/testing-with-symptoms.aspx</a></p> | 1 x 3 = 3 |

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|  |  |  |  | <p>If anyone develops symptoms of COVID-19 whilst working for us or whilst on any of our premises, they will:-</p> <ul style="list-style-type: none"> <li>• be sent them home to begin isolation or, if they are unable to make their own way home, be isolated in a ventilated room until they can be collected; be advised to avoid touching anything; use a separate toilet from others, where possible.</li> <li>• advised to follow the guidance for households with possible or confirmed COVID-19 infection</li> <li>• advise them to arrange to have a test as soon as possible to see if they have COVID-19.</li> <li>• Follow all further related operational advice for schools<br/> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a></li> </ul> <p>If any person on our premises presents themselves with serious symptoms, we will call the emergency services.</p> <p>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:-<br/> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>We will manage and report a confirmed case in conjunction with the school/site following the latest local public health advice and/or PHE NW Schools resource pack (v.5). This will include identifying and managing close workplace contacts.</p> <p>We do not expect any worker to come to the workplace if: they have one or more of the coronavirus symptoms; a member of their</p> |  |
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|  |  |  |  | <p>household or support bubble has symptoms; they are required to quarantine having recently visited a country outside the common travel area or have had a positive coronavirus test. We will ensure everyone on our sites is aware of the process:-<br/> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a></p> <p>Workers will be supported whilst self-isolating:-<br/> <a href="https://www.cheshirewestandchester.gov.uk/news-and-views/incidents/coronavirus-covid-19/health-advice/self-isolation-support-and-inspiration.aspx?utm_source=partner&amp;utm_medium=email&amp;utm_campaign=coronavirus">https://www.cheshirewestandchester.gov.uk/news-and-views/incidents/coronavirus-covid-19/health-advice/self-isolation-support-and-inspiration.aspx?utm_source=partner&amp;utm_medium=email&amp;utm_campaign=coronavirus</a></p> <p>We expect our workers to keep their line manager fully informed during this time.</p> <p><u>Testing</u></p> <p>We are promoting COVID-19 testing to all our staff, including school based testing programs to those eligible 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:-<br/> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf</a></p> <p>We are promoting, encouraging and supporting staff who are not working from home to regularly attend community-based</p> |  |
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|                      |             |                                   |           | <p>asymptomatic testing facilities and/or use the home testing system available for school-based staff.</p> <p>Appropriate work-related incidents (required by the HSE) will be reported onto our Selima (HR) system and/or Prime (accident/incident) reporting system:- <a href="https://www.hse.gov.uk/coronavirus/riddor/riddor-reporting-further-guidance.htm#disease-law">https://www.hse.gov.uk/coronavirus/riddor/riddor-reporting-further-guidance.htm#disease-law</a></p> <p>We fully support and engage in the NHS Test and Trace system:- <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_source=3ad1e505-7776-4963-b366-f718239cf904&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance?utm_source=3ad1e505-7776-4963-b366-f718239cf904&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a>.</p> <p>We will capture all required visitor information and temporarily store it in a compliant manner (and deleted/disposed of securely) in line with the latest guidance:- <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p> |           |
| Contracting COVID-19 | All workers | Contracting or spreading Covid-19 | 3 x 3 = 9 | <p><b>COVID-19 VACCINATION</b></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> <p>Workers who have received the vaccine are being reminded not to become complacent and continue implementing all infection prevention and control measures.</p>   | 1 x 3 = 3 |

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| Spread of COVID-19 | Workers<br>Customers<br>Contractors<br>Drivers (in & out of sites)<br>Visitors | Contracting or spreading Covid-19 through contact with other people or contaminated surfaces in our workplaces | 3 x 3 = 9 | <p><b><u>Work in our Workplaces</u></b></p> <p>Where our staff 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"> <li>1. Edsential Sites<br/><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></li> <li>2. School &amp; Educational Premises<br/><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf</a></li> <li>3. Other Customers Premises e.g. Extra-Care Home Restaurants<br/><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></li> </ol> <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 it is available) in a timely manner. All matters will be dealt with confidentially and as a matter of priority.</p> | 1 x 3 = 3 |
| Spread of COVID-19 | Workers<br>Customers<br>Contractors<br>Drivers (in & out of sites)<br>Visitors | Contracting or spreading Covid-19 through contact with other people  | 3 x 3 = 9 | <p><b><u>Hand Washing, Respiratory Hygiene, Cleaning, and Ventilation</u></b></p> <p><b><u>Hand washing</u></b></p> <p>Hand cleaning facilities (water, soap and drying facilities) are provided in all of our workplaces.</p>  | 1 x 3 = 3 |



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|  |  | <p>or<br/>contaminated<br/>surfaces</p> |  | <p>Gel hand sanitisers are provided in areas where hand washing facilities are not readily available.</p> <p>Regular (and more frequent) hand washing is promoted and everyone is strongly encouraged to clean their hands thoroughly and more often than usual.</p> <p>Posters and information that demonstrate good hand washing techniques are available in all our workplaces:-<br/> <a href="https://coronavirusresources.phe.gov.uk/">https://coronavirusresources.phe.gov.uk/</a> plus local authority on-line resources</p> <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><b><u>Respiratory Hygiene</u></b></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><b><u>Cleaning</u></b></p> <p>An enhanced cleaning regime (increased frequency and level) is in place in all Edsential sites and workplaces using standard products such as detergents – and this follows the latest government advice and HSE requirements:- <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> |  |
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|  |  |  |  | <p>Frequent cleaning of equipment and frequently touched surfaces that is taking place, particularly in areas of high and communal use and pinch points - such as door handles, light switches, handrails, photocopier controls, telephones and reception/corridor/ stair areas etc. are in place, using appropriate cleaning products and methods.</p> <p>Checks/inspections are carried out to ensure all necessary cleaning procedures are being followed and these are documented where appropriate.</p> <p>Workers are encouraged to keep their work areas clear, undertake reasonable DIY cleaning and keep 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><b><u>Ventilation</u></b></p> <p>Occupied spaces will be well ventilated in line with the HSE's principles of good ventilation: <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p>We acknowledge the balance of increased ventilation while maintaining a comfortable environment, so workers will:</p> <ul style="list-style-type: none"> <li>- Open windows and doors to allow fresh air circulation, as much as possible.</li> <li>- Open high level windows in preference to low level to reduce draughts.</li> <li>- Increase the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)</li> <li>- Provide flexibility to allow additional, suitable indoor clothing</li> </ul> |  |
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|   |  |   |           | <ul style="list-style-type: none"> <li>- Rearrange furniture where possible to avoid direct drafts</li> <li>- Use heating as necessary to ensure comfort levels are maintained particularly in occupied spaces</li> <li>- Public access doors and fire doors will not be kept open</li> </ul>   |           |
| Spread of COVID-19 by not social distancing | Workers<br>Customers<br>Contractors<br>Drivers (in & out of sites)<br>Visitors | Contracting or spreading Covid-19 through contact with other people | 3 x 3 = 9 | <p><b><u>Social Distancing</u></b></p> <p>Our workers follow all appropriate social distancing requirements in all work settings to minimise the opportunity for the transmission of COVID-19 as provided by the Government and HSE:-<br/> <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</a></p> <p>Workers should minimise the number of contacts and maintain social distancing where possible in line with the latest government guidance on meeting with others:-<br/> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing">https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing</a><br/> <a href="https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021">https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021</a></p> <p>In line with current government guidelines we will take ‘reasonable measures to ensure compliance with the law’ on our premises and we will ensure that workers and other people visiting our workplaces understand and comply with the measures we have put in place:-<br/> <a href="https://www.hse.gov.uk/coronavirus/social-distancing/index.htm">https://www.hse.gov.uk/coronavirus/social-distancing/index.htm</a></p> <p>We continue to assess circumstances and try to implement ‘bubbles/work groups’ of an appropriate size to achieve the greatest reduction in contact and mixing. Where appropriate, we will re-design our workplaces and our working practices to ensure social distancing</p> | 1 x 3 = 3 |

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|  |  |  |  | <p>can be maintained where it is practical for us to do so, to ensure our sites remain compliant and our workers remain aware and diligent.</p> <p>Where appropriate posters, signs, barriers, screens, floor markings as well as other physical/engineering controls are used to ensure that our social distancing arrangements are maintained.</p> <p>We have made adaptations and redesigned some layouts to reduce the number of desks in operation, introduced 1-way systems and entry and exit doors (where possible) to allow people to meet social distancing rules.</p> <p>In line with government guidance in educational establishments, we will continue to maintain close communication and cooperation with our customers about their control measures and ways of working, including:-<br/> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf</a></p> <p>We have considered further controls that include a review of work schedules, start &amp; finish times, shift patterns, limiting the number of people in a workspace, working from home and the use of on-line meetings etc. to reduce number of workers in our workplaces at any one time to ensure they to meet government requirements on meeting others outside the home.</p> <p>We have a system of fixed teams/cohorts/bubbles to reduce the number of close contacts between different employees in the workplace where this is possible.</p> |  |
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|  |  |  |  | <p>Non-essential visitors and workers are discouraged from coming into our workplaces. All requests for access are being assessed on a case by case basis.</p> <p>Visitors made aware of all measures in place on site to reduce risk of spread of virus, including wash hands on arriving or use hand sanitiser located at entrance.</p> <p><b><u>Peripatetic and contract workers who work with more than 1 group or move between workplaces</u></b></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. This will only take place where both Edsential and School Managers agree it is safe to do so.'</p> <p>All workers will follow Edsential risk assessments and local establishment protocols and government recommended safe practices to ensure all of workers are kept safe.</p> <p>In line with the latest government guidance, our workers will minimise 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. We monitor all activities on a regular and individual establishment basis to ensure the safety of all involved.</p> <p><b><u>Sharing Work Equipment</u></b></p> <p>The sharing of work equipment should be avoided, where possible. If equipment has to be shared it will be thoroughly cleaned/disinfected before and after use to prevent any possible cross contamination.</p> |  |
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|                    |  |   |           | <p>Our site/service specific arrangements cover these control measures and arrangements in more detail.</p> <p>Checks/inspections will be carried out to ensure our enhanced cleaning procedures are being followed and these are documented, where appropriate.</p> <p><b><u>Welfare Facilities</u></b></p> <p>We aim to ensure that only 1 person uses our welfare facilities at any one time (including changing rooms, toilets etc.). Signage will be used where appropriate.</p> <p>Toilets will be stocked with appropriate hand washing facilities and will be ventilated where this is possible.</p> <p>Welfare areas are subject to an enhanced (more frequent and deeper) cleaning regime.</p>   |           |
| Spread of COVID-19 | Workers<br>Customers<br>Contractors<br>Drivers (in & out of sites)<br>Visitors | Contracting or spreading Covid-19 through contact with other people | 2 x 3 = 6 | <p><b><u>Face Coverings &amp; Personal Protective Equipment (PPE)</u></b></p> <p>All our workers will follow the latest Government/Public Health and HSE guidance on the use of PPE to protect against COVID-19 including:-<br/> <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a><br/> <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm</a><br/> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a></p> | 1 x 3 = 3 |

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|  |  |  |  | <p>In line with current advice, Edsential workers will maintain a flexible and adaptable approach to the wearing of face coverings and will wear (and not wear) them in recommended circumstances and/or as required by government and local requirements.</p> <p>In line with government guidance, we will ensure that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on <a href="#">how to put on, remove, store and dispose of face coverings</a> in all of the circumstances above, to avoid inadvertently increasing the risks of transmission.</p> <p>Where face coverings are mandatory and required, we will provide these as part of our health and safety obligations. However, in-line with government guidance, staff are welcome to use their own face coverings, if they choose. In line with government advice, face visors or shields should not be worn as an alternative to face coverings.</p> <p>We remain mindful of people who are exempt from wearing a face covering, in line with the latest government requirements:-<br/> <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a><br/> <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf</a></p> <p>We will take reasonable steps to remind people to wear face coverings where they are mandated.</p> <p>We will constantly review all of our working practices to ensure the most up to date, safe PPE and face covering practices are being followed.</p> |  |
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|--|--|---|-----------|--|-----------|
| Non-compliance with statutory Regulations. | Workers<br>Customers<br>Contractors<br>Drivers (in & out of sites)<br>Visitors | Loss or personal injury   | 2 x 3 = 6 | <p><b><u>Statutory Compliance Checks</u></b></p> <p>Edsential H&amp;S policies and procedures remain valid and all of our risk assessments, checks and inspection records are transparent and are available on request.</p> <p>We will maintain a program of health surveillance and 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.</p> <p><b><u>First Aid</u></b></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:-<br/> <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a>.</p> | 1 x 3 = 3 |
| Spread of COVID-19                         | Workers<br>Customers<br>Contractors<br>Drivers (in & out of sites)<br>Visitors | Contracting or spreading Covid-19 through contact with other people or contaminated surfaces during travel to/from and for work | 3 x 3 = 9 | <p><b><u>Travel to/from work and work-related Travel</u></b></p> <p>Workers are encouraged to walk or cycle to work where it's possible and safe to do so in line with government guidance:-<br/> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>We are aware of, and understand, the latest government advice regarding work-related travel:-<br/> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</a></p>  | 1 x 3 = 3 |



|                    |  |  |           |   |           |
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|                    |  |  |           | <p>We discourage the non-essential sharing of vehicles. Where Edsential vehicles need to be shared we will follow Government advice, including the wearing of face coverings, minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation (when possible) and avoiding sitting face-to-face.</p> <p>The current checks/inspections of Edsential vehicles have been extended to ensure the above is in place.</p>  |           |
| Spread of COVID-19 | Workers<br>Customers<br>Contractors<br>Drivers (in & out of sites)<br>Visitors | Contracting or spreading Covid-19 through contact with other people or contaminated surfaces | 3 x 3 = 9 | <p><b><u>Customers, Contractors and Suppliers</u></b></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, social distancing and any other COVID-19 related working practices in all of our customers premises that we are made aware of.</p> | 1 x 3 = 3 |
| 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><b><u>Working from Home</u></b></p> <p>We will continue to support our staff who are working from home.</p> <p>We ensure all our statutory responsibilities are fulfilled regarding DSE use and provide information and training on how workers can protect themselves e.g. set their equipment up properly, take regular breaks, stretching exercises etc.</p>  | 1 x 3 = 3 |
| Spread of COVID-19 | All workers  | Mental health and well-being   | 3 x 3 = 9 | <p><b><u>Stress and Mental Health</u></b></p>   | 1 x 3 = 3 |

|                    |  |  |           |  |           |
|--------------------|--|--|-----------|--|-----------|
|                    |  | affected through isolation or anxiety about coronavirus and its implications |           | <p>Edsential actively promote mental health &amp; 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:-<br/> <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</a><br/> <a href="https://www.annafreud.org/schools-and-colleges/">https://www.annafreud.org/schools-and-colleges/</a><br/> <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a><br/> <a href="https://www.minded.org.uk">https://www.minded.org.uk</a></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 &amp; In the Loop staff newsletter) to reassure and support all workers and contractors.</p> <p>Access to our Employee Assistance Program continues and is available to all workers who have a need. The contact telephone number is 0808 1682143.</p> |           |
| Spread of COVID-19 | Workers<br>Customers<br>Contractors<br>Drivers (in & out of sites)<br>Visitors | Contracting or spreading CV-19   | 2 x 3 = 6 | <p><b><u>National and/or Local Restrictions</u></b></p> <p>Where increased national and/or local COVID-19 restrictions and/or measures to control outbreaks are in place e.g. surge testing, we take all the required additional measures to reduce the spread of the virus, including revising our delivery models. These are considered in contingency plans to ensure we continue to operate as normally as possible and follow all relevant requirements.</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      | <b>LOW</b>    | 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      | <b>MEDIUM</b> | 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      | <b>HIGH</b>   | 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:** 19th March 2021

**Date for next review:** On-going

#### 4. Document Control - Amendments

| Date    | Amendments  | Agreed by                    |
|---------|---|------------------------------|
| 27.5.20 | <ol style="list-style-type: none"> <li>1.Update GOV.UK link for vulnerable persons</li> <li>2.Addition of NHS link for advice for New &amp; Expectant Mothers</li> <li>3.Addition of GOV.UK link for Interim Guidance for First Responders</li> <li>4.Clarification on the requirement for face shields where a young person becomes unwell</li> </ol>  | Tracy Moore & Helen Tomassen |
| 29.5.20 | <ol style="list-style-type: none"> <li>1.Addition of GOV.UK link for Test and Trace system</li> <li>2.Addition of comment on of DIY cleaning</li> </ol>   | Tracy Moore & Helen Tomassen |
| 7.7.20  | <ol style="list-style-type: none"> <li>1. Addition of new link for pregnant women</li> <li>2. Addition of collection &amp; temporary storage of lead visitor information for Track &amp; Trace</li> <li>3. Addition of link to advice and actions for schools for full opening in September 2020</li> <li>4. Addition of Extra Care Home restaurants (and industry sector link)</li> <li>5. Addition of electronic paperwork for meetings</li> <li>6. Addition of measures for where workers work in more than 1 premises per day</li> <li>7. Addition of HSE link to face masks &amp; coverings guidance</li> <li>8. Addition of new section on local lockdowns</li> </ol> | Tracy Moore & Helen Tomassen |
| 5.8.20  | <ol style="list-style-type: none"> <li>1.Update of classes of persons at risk (&amp; terminology) to reflect HSE template risk assessment</li> <li>2. Addition of new link to latest COVID-Secure in 2020 poster</li> <li>3. Update work from home guidance 'workers may go to work as long as the workplace is <a href="#">Covid-Secure</a>, but should carry on working from home wherever possible'</li> <li>4.Update measures regarding workers who are in a clinically extremely vulnerable group (and have been shielding) to reflect the pause in these guidelines</li> </ol>  | Tracy Moore & Helen Tomassen |

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|          | <p>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’</p> <p>6.Addition of new measure for anyone with issues, concerns or comments to notify their line manager or site/service manager</p> <p>7.Update GOV.UK link to latest working in education, childcare and children’s social care guidance</p> <p>8.Re-evaluation (lowering) of risk rating for PPE, First Aid, DSE &amp; local lockdowns</p> |  |
| 27.8.20  | <p>1.Minor amendments to grammar</p> <p>2. In line with current government guidelines we will take ‘reasonable measures to ensure compliance with the law’ regarding our COVID-19 measures</p> <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>  | Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Andrew Allmark, Helen Tomassen |
| 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 &amp; 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                 |

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|----------|---|--|
| 13.11.20 | <ol style="list-style-type: none"> <li>1. Amendments to reflect the additional measures required due to national restrictions in place until 2 December 2020.</li> <li>2. Addition of over 60's as a group identified at higher risk of severe outcomes.</li> </ol>   | Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Helen Tomassen |
| 2.12.20  | <ol style="list-style-type: none"> <li>1. Removal of reference to the national restrictions that came to an end on 2 December.</li> <li>2. Addition of reference and link to Guidance for the Christmas period.</li> </ol>  | Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Helen Tomassen |
| 6.1.21   | <ol style="list-style-type: none"> <li>1. The latest government Stay at Home lockdown requirements (plus reference to the link to GOV.UK)</li> <li>2. 'Workers to work from home unless they cannot reasonably do so'.</li> <li>3. Requirements added for clinically extremely vulnerable (CEV) and vulnerable workers.</li> <li>4. Attendance for a COVID-19 vaccination</li> <li>5. Update of reference to PHE NW Schools Resource Pack (version 4)</li> <li>6. Workers have been made aware of the rapid (asymptomatic) testing program that is being rolled out in some schools</li> </ol>  | Tracy Moore, Helen Manger, Helen Tomassen                                |
| 1.3.21   | <ol style="list-style-type: none"> <li>1. New section – Principles &amp; Context of this Risk Assessment</li> <li>2. New section – Higher Risk Groups</li> <li>3. Updated advice on Clinically Extremely Vulnerable (CEV)</li> <li>4. Addition of section on Pregnant and New Mothers Risk Assessment</li> <li>5. Addition of requirements not to attend the workplace – quarantine after travel outside the travel corridor</li> <li>6. Testing – clarified advice on staff use of asymptomatic testing</li> <li>7. COVID-19 Vaccination – Strengthened sentence 'strongly encouraging the vaccine'</li> <li>8. Hand Washing – Clarified advice to 'strongly encouraged'</li> <li>9. Ventilation – Addition of measures from 'Schools Coronavirus COVID-19 Operational Guidance'</li> <li>10. Updated links to 'Schools Coronavirus COVID-19 Operational Guidance'</li> <li>11. Minor updates in terminology to match latest schools operational guidance document</li> <li>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.'</li> <li>13. Mental Health – Addition of new resource links</li> <li>14. Clarification of internal communication channels and measures to include 'make reasonable adjustments on request'</li> </ol> | Tracy Moore, Helen Manger, Alison Wolden, Natasha Powell, Helen Tomassen |

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|         | 15. National and/or Local Restrictions strengthened measures to include 'revising our delivery models' and 'continue to operate as normally as possible'.  |   |
| 19.3.21 | <ol style="list-style-type: none"> <li>1.Addition of wider set of COVID-19 symptoms (advice to get tested)</li> <li>2.Update reference to PHE NW Schools Resource Pack (version 5)</li> <li>3.Addition of link to 'CW&amp;C support &amp; inspiration whilst self-isolating' resource</li> <li>4. Addition of requirement to maintain COVID-19 testing during holiday periods</li> <li>5.Addition of reminder for workers who have received their vaccine 'not to become complacent and continue implementing all infection prevention and control measures'.</li> </ol> | Tracy Moore, Helen Manger, Natasha Powell, Helen Tomassen |