

Risk Assessment Template Covid-19

From ACSI



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DATE COMPLETED :

DATE REVIEWED :

The aim of a Risk Assessment is the:

1. Identification of the potential hazards/ areas of concern
 - a. High risk / low risk activities
 - b. High risk / low risk places, facilities
 - c. High risk / low risk people
2. Risk Categories: Very High Exposure, High Exposure, Medium Exposure and Low exposure to Covid-19
3. Identification of potential people who may be affected in every hazard.
4. Evaluate risk and decide on precautions.
5. Record, implement and communicate precautions.
6. Review risk assessment on a regular basis.

Area for concern/potential hazards	Risk Category	Who might be affected?	Controls Required	Additional controls	Person Responsible	Action Date	In place? Yes/No
Awareness of infection control	High Risk	All Staff, Learners, Parents	Health and Safety Policy First Aid Policy Policy for return to School Training Employers must provide each employee, free of charge, with at least two cloth masks to wear while at work or commuting.	Posters Newsletters	Principal Health and Safety committee		
Cleaning Beforehand	Low Risk		The school has been deep cleaned and disinfected prior to reopening. There is always adequate water supply available		Groundsman Health and Safety Team		
Hygiene Practices	High Risk	All Staff All Learners	Learners wash their hands with soap when arriving at school and before and after break times and mealtimes for no less than 20 seconds. Alcohol-based sanitiser provided	Posters adequate sanitation packages and equipment for the daily sanitisation of schools;	Teachers		

Covid 19 Screening	High Risk		<p>The employer must provide a number of electronic temperature gauges for each school, so that each scholar and staff member in each school can have their temperature tested each morning before the start of the workday</p> <p>There is a plan available and key personnel identified to conduct screening for every teacher, learner and visitor entering the school</p>	The provision of thermal scanners to schools;	Health and Safety Committee		
Administration Office	Low Risk	Support Staff	<p>PPE requirements: The provision of cloth masks and hand sanitisers to staff and learners; Social distancing guidelines</p> <p>Administration staff: Staff with their own offices will be working, providing for social distancing. Staff without offices will work according to a timetable to allow for social distancing.</p>	Staff training process Posters	Health and Safety Team Manager admin staff report to		
Visitors/Public	Medium Risk		<p>How visitors to the school will be received</p> <p>Directions for dealing with parents / public</p>		Principal		
Staffing	High Risk		<p>Encouraging sick staff to stay at home.</p> <p>There is a plan in place for alternative coverage of critical staff positions, including access to a database of unemployed teachers available to fill vacancies at short notice.</p>	Staff Questionnaire			

			Teachers with comorbidities identified by the DH (teachers with pre-medical conditions such as asthma, diabetes, hypertension) have been identified for leave or substitution including teachers over 60 years old				
Classrooms Arrangements	Medium Risk	Teaching Staff	<p>Increasing ventilation rates in the work environment.</p> <p>Installing physical barriers such as face shields, Perspex barriers</p> <p>PPE instructions – Masks</p> <p>All Classrooms surfaces, stairs, teachers' desks, school desks and seats, etc. should be thoroughly cleaned every day at least twice daily with sanitation supplies.</p> <p>Encourage non-essential school planning or prep work to be conducted outside the school environment.</p> <p>Conduct professional development virtually where possible</p>	Staff training Health and Safety Team and duties	Principal H&S Team		
Staffroom arrangements	Medium Risk		<p>Staff bathrooms cleaning</p> <p>Staff kitchen cleaning arrangements</p> <p>No beverages will be provided during this time.</p>				
Staff meeting arrangements	High Risk		All educators are at school. There will be no meetings of more than 10 people. The staff will be divided into groups, if necessary, with a space of 3 meters in-between. Educators will spend breaks with their classes, therefore there will not be crowding of staff in the staff room				

			Minimizing the number of staff on site at any given time e.g. rotation or shift work.				
Cleaning Procedure	High Risk		<p>Cleaning staff will be provided with protective gear</p> <p>Gloves and proper air circulation are two important elements when cleaning, especially the surfaces that are commonly touched, such as doorknobs, light switches, handles, desks, toilets, faucets, sinks and electronic devices.</p> <p>Do: Wash your hands before and after wearing gloves</p> <p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times.</p>				
Classroom Arrangement	High Risk	Children	<p>There is a plan to support learners with premedical conditions and those who cannot attend school</p> <p>PPE requirements</p> <p>Pupil training arrangements</p> <p>Daily routine</p> <p>Isolation facility</p>	<p>Training of parents</p> <p>Process of monitoring health of child</p> <p>Process of return to school.</p> <p>Educational posters displayed</p> <p>Communication process with parents</p>			

			<p>Classroom arrangements: Ensure that there are enough desks to allow for social distancing Rearrange classrooms and workspaces so that there's at least one meter of space between each person. Desks should face one direction instead of facing each other</p> <p>The school should have floor plans for every class indicating available furniture and spacing for social distancing</p> <p>Learners will not move between classes; the educators will rotate between classes. This is also to limit contact between learners.</p> <p>Hand sanitizing arrangements / routine</p> <p>Windows should be in proper condition to open for ventilation</p>				
Assemblies	High Risk		<p>No assemblies and/or similar events will be held for learners in groups of more than 10 at a time</p> <p>Minimizing contact among staff, clients, and customers by replacing face-to-face meetings with virtual communications e.g. conference calls, Skype, etc.</p>				
School Property Arrangements	High Risk	Parents	<p>Parent training arrangements Parent access to school property arrangements Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission</p>	School / parent communication			

			<p>Access to the school is restricted – additional security is arranged and put in place in line with the Security Policy.</p> <p>Parents need to inform school regarding their risk of Exposure</p>				
Transport	High Risk		<p>Proper guidelines should be put in place to advise schools regarding sanitation of busses, safety of bus drivers/teachers who accompany these learners, and the number of learners allowed in these busses. The safety of public transport is a similar concern.</p> <p>Schools that use their own/hired vehicles to transport learners must ensure that the vehicles are cleaned and sanitized daily before and after use. Busses should only be filled 40 – 50 % of capacity and all occupants should wear masks and have access to sanitisers.</p> <p>Public transport should function in line with Level 4 lockdown regulations</p> <p>Upon arrival at the school, there will be staff in attendance at all gates to ensure that social distancing is adhered to.</p>	School / parent communication			
School Hours and property management	Medium Risk		<p>The school is adequately fenced to control movement in and out of the school</p> <p>School hours could be amended. This is to limit traffic at the school gates and to promote social distancing. Stagger drop-off and pick-up times to avoid overcrowding and follow up to</p>				

			make sure these time slots are adhered to.				
Lunch Arrangements	High Risk	Learners	Pupils do not share cutlery, cups or food. All utensils are thoroughly cleaned before and after use. There will be separate breaks for classes to ensure social distancing.				
Feeding Scheme	High Risk		There is a plan in place to conduct orientation on COVID-19 health guidelines with food handlers. There is a feeding and monitoring plan that allows for social distancing during serving and eating				
Toilets, Bathrooms and Kitchen Areas	High Risk		There are adequate ablution facilities Initial Cleaning process described Daily Cleaning process described Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. Bar soap is not used, – liquid soap dispensers are installed and used instead.	Daily routine and monitoring			
Hallways	Medium Risk		Consider using visual aids (e.g., painter's tape, stickers, etc.) to illustrate traffic flow and appropriate spacing to support social distancing.				
Playground equipment	Medium Risk		Daily Cleaning process Gym equipment cleaned after use				

			Instruct Parents that Children are not allowed to bring toys from home to school or take school property/stationary/toys home				
Sporting equipment	Medium Risk		Describe cleaning process				
Music equipment	High Risk		All Wind instruments are not permitted/ regulated at school: Provide detailed arrangements	No Sharing Personal use only Sanitising procedures			
Classroom equipment Puzzles etc.	High Risk		Daily disinfection procedures				
Laboratories, Computer Centres etc.	High Risk		These specialised classrooms need specific Sanitizing protocols. Regarding: equipment/tools, consumer studies centres, IT classes and computers. As Learners in these venues generally shared personal protective equipment/clothing such as overcoats, hard hats/helmets, masks, special shoes, overcoats, special protective glasses etc. Schools need to be advised on dealing with these challenges.				
Aftercare Services	Medium Risk		The aftercare can continue in the afternoon. Only the learners at school on that day may attend aftercare. This will ensure that social distancing is adhered to and the capacity of aftercare facilities will be between 25% and 40% Aftercare centres will have to put in place the same measures as schools: social distance maintenance, hygiene measures, temperature measurement,				

			identification of sick learners/ parents / persons entering the site, associated database of infected persons, hygiene and safety measures where food is also provided.				
Tuck shop Facility	Medium Risk		The tuck shop may be open but strict regulations will apply. Social distancing will be applied between learners who buy from the tuck shop.				
Spread of infection	High Risk		<p>Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</p> <p>Pupils clean their hands after they have coughed or sneezed.</p> <p>Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</p> <p>Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school.</p>	<p>Providing resources and a work environment that promotes personal hygiene. For example, no-touch refuse bins, hand soap, alcohol-based hand rubs containing at least 70 percent alcohol, disinfectants, and disposable towels for staff to clean their hands and their work surfaces.</p> <p>Requiring regular hand washing or using of alcohol-based hand rubs. Staff should always wash hands when they are visibly soiled and after removing any PPE.</p> <p>Display handwashing signs in restrooms.</p>			
Ill Health of Learners and Staff Training	High Risk		Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the				

			<p>signs, symptoms and transmission of coronavirus.</p> <p>Any Student who displays signs of being unwell is immediately referred to the Isolation facility identified in school to temporarily contain learners/staff identified with possible COVID-19 infection, whilst they await transfer to a health practitioner.</p> <p>Training staff who need to use protective clothing and equipment on how to put it on, use/wear it and take it off correctly, including, in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all staff.</p>				
Sick Bay Isolation facility	Very High Risk		<p>Ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them.</p> <p>Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</p> <p>The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</p> <p>The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</p> <p>Where contact with a pupil's parents cannot be made, appropriate</p>				

			<p>procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.</p> <p>Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</p> <p>Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</p> <p>If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</p>				
Emergency Communication Plans			<p>Developing emergency communications plans, including a task team for answering staff concerns and internet-based communications, if feasible.</p> <p>Providing staff with up-to-date education and training on COVID-19 risk factors and protective behaviours (e.g. cough etiquette and care of PPE).</p>				
Absenteeism and Sick Policies			<p>Ensure sick policies are supportive of learners and staff staying home when sick.</p>				
Waste Removal	Medium Risk		<p>There is a waste removal process in place in line with the SOPS issued by the DBE.</p>				

Management of Hostels	Medium Risk		<p>The Occupational Safety and Health Act obliges the employer to provide a safe and healthy work environment. In the context of the coronavirus, there is a clear obligation on an employer to manage the risk of infection in the workplace. In light of this, the management of school hostels post COVID-19 is a complex challenge that will require proper planning by school boards and governing bodies. However, remember that no school can function as an island and therefore you are advised to make all decisions that affect the hostel in consultation with your provincial education department.</p>				
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School to appoint COVID-19 TEAM or Health & Safety Committee:

The current committee will be assessed, and the mandate of the committee will be expanded.

If there isn't a committee in place, it will be formed with the applicable members as required by law.

The Principal of the school will chair the committee for the Covid-19 specific details.

The committee must ensure that each returning child has had no contact with a suspected Covid-19 patient in the last 14 days before schools re-opened.

The committee will ensure the cleaning and sanitising of the school buildings. The committee will ensure that all the necessary supplies are ordered and delivered in time.

Supplies may include the following:

- thermometers for temperature taking,
- soap for handwashing and cleaning,
- basic cleaning and reusable protective equipment,
- hand sanitisers,
- fumigants and sanitising equipment and materials for buildings,
- cleaning material and equipment for toilets, kitchens, etc. and
- dedicated bins for disposing of material used in sanitising.

The committee must establish communication lines with the nearest medical facility to set up a referral plan for the school. The committee must inform learners to treat other learners with respect and not to stigmatise any schoolmate who has any form of illness. The committee must prevent any person with notable Covid-19 symptoms from entering the school and use the communication line of the nearest medical care facility. The committee will ensure training and documentation for all staff on the symptoms and procedures with regards to Covid-19 and the prevention of the spreading of the virus

The committee must ensure that educators observe the behaviour of learners during teaching, learning and assessment and inform the principal to follow up quickly on unusual behaviour or symptoms.

The recommendation is that a Covid-19 Team be established. The team may be comprised of school management team members, Governing Body members, post level 1 and administrative staff. Representation of both the staff and parent body coupled to transparency regarding all tasks and modus operandi will make a positive contribution by all role players: staff, learners and parents. This team does the following:

- Creates a database of parents, learners and staff who are (possibly) Covid-19 positive so that proactive steps can be considered.
- Confirms the school's action plan with all role players and places contact numbers of support network / health care staff / relevant authorities in visible and easily accessible places.
- Communicates proposed plans, proposed placement of homework and possible use of online classes to all parents.
- Records contact details and availability of persons who can provide emotional assistance / support network, as needed.
- Communicates information regarding school use / provision of face masks and thermometers.
- Sets up an action plan regarding hand washing products, sufficient clean water and the washing of hands.
- Grades return and use of classrooms.
- Determines school's communication and management regarding school transport
- Indicates what staff may return when (in accordance with provisions) and the measures to be put in place to secure shared staff spaces, such as the staff room and office spaces.

- Determines what the process will be if a learner shows symptoms of the Covid-19 virus: quarantine section at school, supervision, contact with parents.
- Recommends spokesperson who will handle any / all communication on behalf of the school, including social media and the school's communication system (e.g. D6)
- Establishes school's policy and further steps to be taken and communicated if there is an outbreak of Covid-19 at the school.
- Determines which persons will sanitize spaces; staff's role / share in sanitizing their classrooms.
- Communicates the amended, possible daily program so that new school timetables can be drawn up for the different grades. Consider the possibility of extending periods to 45 minutes instead of shorter periods and where changing classes has more disadvantages than benefits. The first learners report on 1 June 2020. What should be in place?
- Determines the handling of breaks and possible use of tuck shop.
- Determines what playground areas will be used by different grades / groups.
- Compiles the school's Covid-19 guide / school contingency plan and communicates it to parents as soon as possible.

It will include the following:

- that they will be kept up to date with the school's catch-up program and the handling of learners, parents and staff.
- what the school's sanitation program entails, what spaces will be sanitized.
- which learners should return to school when.
- who is the school's contact person if sick learners need to be reported.
- that NO learners who are ill / have Covid19 symptoms may attend school.
- that sick learners cannot be accommodated at school, will be kept in isolation, that parents will be contacted and that learners will be sent home immediately.
- Schools are not Covid-19 testing centres and it is not the responsibility of the school to identify the virus.
- which entrance gates will be used by whom.
- that different grades will report to the school at different times.
- that, for the safety of EVERYONE, parents will be requested not to enter the school grounds but to greet / dispense their children outside the school gates.
- how visitors to the school will be received
- where the disinfection of learners' hands and temperature will be done at the school gate or possibly at the classroom door (also determining the responsible persons).
- where safe areas on the school premises are and confirm with parents where learners who may have to wait after school will be accommodated and what the arrangements will be.
- That in the case of nursery schools, grade R classes and other preschool centres', there are currently no official indications when the younger children will be able to return to their respective schools / institutions. This group of learners is expected to be admitted to these institutions closer to September.
- Areas where learners can wait for parents / transport opportunities must be identified and communicated to all parents and learners. Social distance and responsibilities with regard to supervision should also be addressed.
- Aftercare centres will have to put in place the same measures as schools: social distance maintenance, hygiene measures, temperature measurement, identification of sick learners/ parents / persons entering the site, associated database of infected persons, hygiene and safety measures where food is also provided.

Sources of information/ referenced:

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