

K'NEXT Generation Risk Assessment - All online workshops

This risk assessment assumes that all school risk assessments & protocols will be followed throughout the workshops

This risk assessment is in 4 parts:
Part 1. Covid-19 risks during equipment preparation
Part 2. Covid-19 risks during delivery & collection
Part 3. Covid-19 risks during workshop
Part 4. Non-Covid-19 risks during workshop

Risk	Hazard		Uncontrolled risk			Controls required	Residual risk		
	Effect	Population at risk	Risk severity	Likelihood	Risk rating		Risk severity	Likelihood	Risk rating
Part 1. Covid-19 risks during equipment preparation									
Sorting equipment by K'NEXT Generation staff at K'NEXT Generation base.	Contracting or spreading coronavirus by not washing hands or not washing them adequately.	1 2 3	5	3	15	1. Hands will be washed/sanitised following Health & Safety Executive (HSE) Guidelines*: a) before and after a sorting session b) at regular intervals during sorting session *See: https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm for Guidelines followed.	5	1	5

continued	Potential exposure of K'NEXT Generation staff to Covid-19.	1	5	3	15	<ol style="list-style-type: none"> 1. Sorting to take place in a ventilated room. 2. PPE to be worn (face mask, face shield, gloves, apron). 3. Safe disposal procedures to be followed for disposable PPE. 4. Appropriate cleaning methods & materials used for non-disposable PPE (face shield). 5. All surfaces to be cleaned following Health & Safety Executive (HSE) Guidelines*: <ol style="list-style-type: none"> a) before and after a sorting session b) at regular intervals during sorting session <p>*See: https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm for Guidelines followed.</p>	5	1	5
	Potential cross-contamination between exterior of crates.	1 2 3	5	3	15	<ol style="list-style-type: none"> 1. Separate storage areas for potentially contaminated crates, crates in quarantine and quarantined crates. 	5	1	5
	Potential exposure of equipment to Covid-19 from K'NEXT Generation staff.	2 3	5	3	15	<ol style="list-style-type: none"> 1. K'NEXT Generation staff will not handle or come within two meters of equipment if displaying symptoms of Covid-19. 	5	1	5

Insufficient quarantine period.	Potential exposure of school staff and pupils to Covid-19.	1 2 3	5	3	15	<p>1. Equipment will be quarantined for period of time specified in: Assist Facilities Management (2020) ASSIST FM - Cleaning Recovery Advice for Schools & Early Years Settings. Referred to in: https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020/ .</p> <p>2. Crates, containing the equipment, will be sealed with a label showing:</p> <ul style="list-style-type: none"> a) the date the crate was sealed, and b) a do not open before date c) other information about the workshop. 	5	1	5
Part 2. Covid-19 risks during delivery & collection									
Travel to and from school.	Potential exposure of K'NEXT Generation staff to Covid-19.	1 2 3	5	3	15	<p>1. Public transport will not be used.</p> <p>2. Vehicle will be cleaned/sanitised between journeys.</p> <p>3. PPE (face mask and gloves) will be worn in petrol stations and "Pay at pump" payment method will be used.</p> <p>4. Spare fuel will be carried.</p> <p>5. Vehicle will be maintained to prevent breakdown.</p> <p>6. Journey times will be minimised.</p>	5	1	5
	Potential cross-contamination between exterior of crates.	1 2 3	5	3	15	<p>1. Potentially contaminated and quarantined crates will not come into contact with each other during delivery and collection because all deliveries and collections will take place on separate days.</p>	5	1	5

Comfort breaks during delivery & collection.	Potential exposure of K'NEXT Generation staff to Covid-19.	1	5	3	15	1. Journeys will be planned to include comfort breaks at K'NEXT Generation base. 2. Delivery person will not enter the school buildings for the purpose of comfort breaks.	5	1	5
Contact with school staff during delivery & collection.	Potential exposure of K'NEXT Generation staff and school staff to Covid-19.	1 2	5	3	15	1. Delivery will be by appointment and will avoid school start, break, lunch and finish times. 2. During delivery two metre social distancing will be maintained. 3. Person delivering will not enter the school buildings. 4. Person delivering will wear PPE (face mask, face shield and gloves). 5. A nominated person should be available to take delivery at the school entrance. 6. No signature will be required, instead a photograph will be taken during delivery. 7. School staff are expected to follow their own protocols for deliveries.	5	1	5
Carrying crates during delivery & collection.	Potential exposure of K'NEXT Generation staff and school staff to Covid-19.	1 2	5	3	15	1. PPE (face mask, face shield and gloves) to be worn by K'NEXT Generation staff. 2. School staff are expected to follow their own protocols for deliveries.	5	1	5
Part 3. Covid-19 risks during workshop									
Paper support materials for teachers.	Exposure to Covid-19 from outside source.	2	5	3	15	1. Paper support materials will be quarantined for a minimum of 3 days prior to use.	5	1	5

KAPLA planks. (Applies to KAPLA workshops only.)	Exposure to Covid-19 from outside source.	2 3	5	3	15	1. KAPLA planks to be quarantined for a minimum of 3 days prior to use.	5	1	5
	Exposure to Covid-19 by cross-contamination due to sharing equipment within a class/group.	2 3	5	3	15	1. Equipment will be provided in sealed and quarantined Kit Bags in sufficient quantity to prevent the need for pupils to share equipment. 2. Each crate and the Kit Bags it contains will be used by one class/group before being returned to K'NEXT Generation base for sorting and quarantine.	5	1	5
K'NEX pieces. (Applies to K'NEX workshops only.)	Exposure to Covid-19 from outside source.	2 3	5	3	15	1. K'NEX pieces will be quarantined for a minimum of 3 days prior to use.	5	1	5
	Exposure to Covid-19 by cross-contamination due to sharing equipment within a class/group.	2 3	5	3	15	1. Equipment will be provided in sealed and quarantined kit bags in sufficient quantity to prevent the need for pupils to share equipment. 2. Each crate, and the kit bags it contains, will be used by one class/group before it is returned to K'NEXT Generation base for sorting and quarantine.	5	1	5
Polythene kit bags.	Exposure to Covid-19 from outside source.	2 3	5	3	15	1. Kit Bags will be quarantined for a minimum of 3 days prior to use.	5	1	5
Paper inserts in kit bags.	Exposure to Covid-19 from outside source.	2 3	5	3	15	1. Kit Bags will be quarantined for a minimum of 3 days prior to use.	5	1	5
Part 4. Non Covid-19 risks during Workshop									
Carrying crates within school.	Muscle strain.	2	3	2	6	1. Weight of crates will be kept to a minimum and will be within the lifting capacity of 1 adult.	3	1	3

K'NEX pieces. (Applies to K'NEX workshops only.)	Penetration or stabbing wounds.	2 3	4	2	8	1. Pupils will be advised during the workshop on the safe dismantling of their models. 2. Pupils will be supervised by responsible adult from the school.	4	1	4
	Finger pinching.	2 3	4	2	8	1. Pupils will be advised during the workshop on the safe dismantling of their models. 2. Pupils will be supervised by responsible adult from the school.	4	1	4
	Choking.	3	4	2	8	1. Pupils will be advised during the workshop on the safe dismantling of their models. 2. Pupils will be supervised by responsible adult from the school.	4	1	4
	Pieces in eyes.	2 3	4	3	12	1. Pupils will be advised during the workshop on the safe dismantling of their models. 2. Pupils will be supervised by responsible adult from the school.	4	1	4
Polythene Kit Bags.	Suffocation.	3	5	2	10	1. Kit Bags will have a suffocation warning label. 2. Kit Bags will have a safety hole. 3. Pupils will be advised at the start of the workshop about the safe use of polythene bags. 4. Pupils will be asked to place bag on the floor under their desk after contents removed. 5. Pupils will be supervised at all times by a responsible adult from the school.	5	1	5

Signed: *Ann Larkham*

Date: 12/08/2020

Key:

Population Codes: 1. K'NEXT Generation staff. 2. School staff. 3. Pupils. 4. Others (specify).

Crate: the plastic box(es) that will be delivered to and collected from schools. A crate will contain individual Kit Bags and support materials.

Kit Bag: a grip-seal polythene bag that will contain all the equipment needed for each pupil to take part in the workshop.

Risk Matrix

Calculating risk rating for each risk

Risk severity	Score	x	Likelihood	Score
Very minor injury	1		Unlikely	1
Minor injury	2		May happen	2
Up to 3 days injury	3		Likely	3
Major injury	4		Highly likely	4
Death	5		Certain	5

Risk Rating		Hazard severity				
		x	1	2	3	4
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk rating	Overall risk	Action required
1 - 11	LOW	Routine checking/training
12 - 15	MEDIUM	Priority to reduce risk
16 - 25	HIGH	Immediate action to reduce risk