

<b>COVID-19 Risk Assessment</b>	<b>Activity:</b>	Reopening of St Peter and St Paul	<b>Assessor:</b>	Joanna Seymour	<b>Issue Date:</b>	01/09/2020
	<b>Location:</b>	All Areas	<b>Reference No:</b>	COVID RA	<b>Revision Date:</b>	As guidance changes.

Task Outline

**GUIDANCE CORRECT AS OF 28<sup>th</sup> MAY 2020; GUIDANCE MAY BE CHANGED AT SHORT NOTICE**

**This assessment must be updated as soon as any changes are officially given, however a daily review on guidance will be undertaken by the Senior Leadership Team**

All work activities affected by continued use of the Academy for the wider opening of the Academy – the assessment reviews entry and exit procedures, office and teaching areas protocol and use of reception areas, stairwells, communal areas, plant rooms, staff room and classrooms. This may present a foreseeable risk of biological hazards relating to the transmission or infection of Coronavirus (COVID-19) which presents a current significant risk to all persons.

Work equipment in use includes general classroom and office equipment, laptops, touch screens and cleaning equipment

Considering government requirements and current best practice, the following hazards are identified relating solely to the virus and the necessary controls to be applied. For all other operational hazards please refer to separate related task assessments.

Hazards	Persons Affected	Likely Harm / Ill Health	Existing Control Measures	Severity	Likelihood	Risk Rating	Additional Control Measures	Severity	Likelihood	Risk Rating
Coronavirus disease (COVID-19)  This can be transmitted by  Inhalation from breathing in the virus  Ingestion from hand to mouth contact from contaminated surfaces  Absorption through cuts in the skin and through eye contact	All persons working at a school and any person in proximity contact with a child or other person for any period.  Those at most risk include teachers, receptionists, kitchen staff and cleaners who will be in direct contact with larger numbers of people	This is a respiratory illness: symptoms are:  •Fever (above 37.8 Celsius)  •A new, continuous dry cough  •Difficulty in breathing  •Pneumonia type symptoms.	<b>Building Controls</b> <ul style="list-style-type: none"> <li>No employee to access any area where they do not need to be to limit contact opportunities with others.</li> <li>Employees required to travel on public transport to the offices without access to soap and hot water will be provided with hand sanitiser with a minimum 60-80% alcohol content.</li> <li>The school will operate this risk assessment in conjunction with Government Guidance Coronavirus (COVID-19: implementing social distancing in education and childcare settings)</li> </ul>	5	3	15	All members of staff will be required to have daily voice or video contact with their line manager to discuss protocols and precautions.  Government guidance to be fully obeyed and Managers to clearly state what this entails and possible sanctions or disciplinary outcomes if not complied with.  All persons who experience any possible symptoms to immediately leave site and to self-isolate.	5	1	5
							Government guidance to be fully obeyed and Managers to clearly state what this entails and possible sanctions or disciplinary outcomes if not complied with.	5	2	10
							All persons who experience any possible symptoms to immediately leave site and to self-isolate.	5	1	5

	<p>Members of the public and other contractors working in the building</p> <p><b>Those who may be especially at risk include:</b></p> <p>All adults with underlying relevant health conditions, including Heart disease Lung disease Diabetes High blood pressure Cancer Weakened immune system Chronic asthma</p> <p>Those aged 70 and over, with no underlying relevant health conditions</p> <p>Pregnant women (precautionary)</p> <p>It is recognized that children are at far lower risk than other age groups and are unlikely to suffer any symptoms – however it is understood that they may be carriers so suitable precautions are required</p>	<p>Generally, these infections can cause more severe symptoms in people over 70 years of age or suffering from underlying health issues</p> <p>Death may occur (current estimates are between 1.5 – 4% fatality rate)</p>	<p><b>Social Distancing</b></p> <p>To help ensure that the risk of virus spread for both staff and children is as low as possible, education and childcare settings that remain open should:</p> <ul style="list-style-type: none"> <li>• tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)</li> <li>• consider how children arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport.</li> <li>• ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible. <b>Alteration – class sizes to revert to pre COVID 19 numbers.</b></li> <li>• stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups of children gathering</li> <li>• discourage parents from gathering at school gates</li> <li>• try to follow the <a href="#">social distancing guidelines</a></li> <li>• Allow children to use toilet and washroom facilities one at a time</li> <li>• Ensure that children wash their hands regularly for 20 seconds minimum time at regular intervals during the day</li> <li>• Where possible do temperature checks at start and at middle of day – this is only suitable for key workers children with low numbers attending</li> </ul> <p>Social distancing within education and childcare settings with very young children will be harder to maintain. Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings</p>		<p>All staff should receive information and training – Webinar or equivalent. The training should explain the precautions required for safe working and the action that must be taken in the event of a person showing signs of the virus</p> <p>Training should include the additional precautions for first aiders and for teachers where bodily contact may be required</p> <p>Training should reassure staff that the risk to them from the virus is very low if they follow the guidance and procedures put into operation in their building</p> <p>If persons have underlying health problems, they should refrain from attending work as should those over 70 years of age until government restrictions permit these vulnerable persons to return to work</p> <p>All persons who identify breaches of protocol within offices or classrooms must report these breaches to management. Persons breaking rules may be subject to internal disciplinary procedures. In extreme cases the police may be involved</p> <ul style="list-style-type: none"> <li>• <b>Amendment – Tfl travel information sent to parents.</b></li> <li>• <b>Amendment - Staggered start and finish times to be used to reduce congestion at the Academy entrances</b></li> </ul>			
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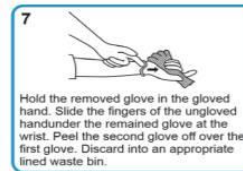
			<p><b>Classrooms and offices/halls etc.</b></p> <ul style="list-style-type: none"> <li>Staffing levels will be maintained at levels compatible for the safeguarding of children taking the social distancing requirements into account Where necessary desks will be removed or re-positioned while other desks will not be used – chairs will be remove and children will sit at designated desks.</li> <li>Considerations should be given to staggering the start and finish times so that parents collecting children do not all come at the same time making social distancing impossible.</li> <li>All staff will be required to wear a suitable mask or face covering if this is Government policy. In other circumstances where face masks are not legally required, staff may choose to wear them or not. Masks used should not be FFP3 or equivalent as these are required by front line workers. Otherwise social distancing should be maintained – at present 2 metres. <b>Additional information below</b></li> <li>Staff are required to wear disposable gloves where there is a risk from handling items that could have been handled by an infected person. These are not required where dedicated equipment such as keyboards are used.</li> <li>The risk will be reviewed daily by management and staff and changes may be brought in without due notice.</li> <li>All persons will have access to proper sanitation facilities including running warm water, soap, and paper towels on site.</li> <li>Alcoholic hand sanitiser will be used at regular intervals and held by persons directly.</li> <li>Staff instructed to wipe desks and work equipment at the start and end of each day and at breaks during the day</li> </ul>		<ul style="list-style-type: none"> <li>Amendment – Parents to be informed that the wearing of a mask may be appropriate when delivering and collecting their child/children</li> </ul>			
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			<ul style="list-style-type: none"> <li>• 2 persons maximum permitted in staff kitchenettes at any one time. Signage displayed to remind staff</li> <li>• The maximum number of persons allowed in the staff room at any time should be clearly displayed – this number must ensure that social distancing can be maintained.</li> <li>• Hand washing and hygiene posters displayed in toilets and staff welfare areas</li> </ul> <p><b>Entry to Buildings</b></p> <ul style="list-style-type: none"> <li>• Staff should ideally enter and leave the building by different routes to minimise the problems with social distancing.</li> <li>• Staff should not congregate around when entering the premises at reception</li> <li>• Adults bringing children to the Academy should escort them to the Academy entrance gate but not enter the Academy except by prior arrangement with the Principal</li> <li>• Queuing must follow current guidance</li> </ul> <p><b>Meetings</b></p> <ul style="list-style-type: none"> <li>• All Academy face to face staff meetings / teamwork etc will be cancelled. These will be undertaken on-line for the foreseeable future – this requirement will be kept under regular review. <b>Alteration – Social distance meetings to be held when appropriate</b></li> <li>• If a room must be used for a meeting with staff who are still working, maximum numbers permitted to use room will be clearly displayed. Chairs will be set out so social distancing protocols can be followed.</li> <li>• Work will be carried out on an individual basis only. Rooms sanitised at the end and beginning of each day</li> <li>• Hand sanitiser and sanitising wipes provided in all meeting rooms/halls</li> </ul>			
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			<ul style="list-style-type: none"> <li>• Soft furnishings in communal areas such as the staff room will be removed/restricted from use</li> </ul> <p><b>Reception</b></p> <ul style="list-style-type: none"> <li>• Reception areas are the normal barrier from persons entering the school with glass or Perspex screens – reception staff should maintain the screens in place and do not approach persons closer than 2 metres</li> <li>• Deliveries of items for the Academy should be left by the delivery driver in the reception area or immediately outside.</li> <li>• Reception and Premises staff should wear disposable gloves when handling delivered items.</li> </ul> <p><b>Catering/Kitchenettes</b></p> <ul style="list-style-type: none"> <li>• Entry and exit doors to the staff room will be held open so to remove need for staff to touch door handles etc.</li> <li>• Hand sanitiser and sanitising wipes provided throughout</li> <li>• Tables and chairs removed/restricted in eating area as necessary to ensure minimum distancing requirements met – groups of 2 only</li> <li>• Gloves and hand sanitiser available for staff to use</li> <li>• Cleaning and sanitation conducted at the end of each day. Cleaners employed to clean and sanitise high usage areas throughout the day</li> <li>• Catering staff stacking food cabinets to wear disposable gloves and face masks while handling food</li> <li>• Social distancing to be maintained – not more than 2 persons in tea/coffee preparation areas and appropriate numbers in seating areas</li> <li>• If catering is provided, social distancing of children will be considered</li> </ul>					
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### First Aiders

- Will be provided with a surgical mask, a face shield, disposable gloves and hand sanitiser which they should carry with them.
- The mask can be used for periods up to 8 hours.
- The mask is required for administering chest compressions except where a defibrillator is available or where a person may exhale on to the first aider
- When disposing of the items after performing first aid, the gloves and face mask should be put into a plastic bag, sealed and then enclosed in a second plastic bag which is tied. This can be disposed of in the normal waste.
- A disposable apron should also be available to prevent later contact.
- When removing gloves care must be taken not to touch the outside of the glove with skin.



- Face shields should be cleaned with anti-bacterial wipes.
- Mouth to mouth resuscitation should only be applied in -extremis and as a last resort – the mouth covering should always be used and disposed of as above.
- First aiders are unlikely to be put at significant risk from carrying out their duties as persons with COVID symptoms including children should already have been diagnosed and not be at the Academy.

- The above precautions will minimise the risk of infection occurring in the event of a person's accident or ill health.

**Premises Staff**

- Caretaking staff should ensure that they maintain social separation of 2 metres when working in the premises
- When working near other persons for more than 15 minutes the use of a face mask should be considered
- A supply of disposable gloves should be available with washing facilities for overalls and protective clothing
- Care to be taken when receiving deliveries from couriers and delivery vans to minimising contact times

**The Academy will:**

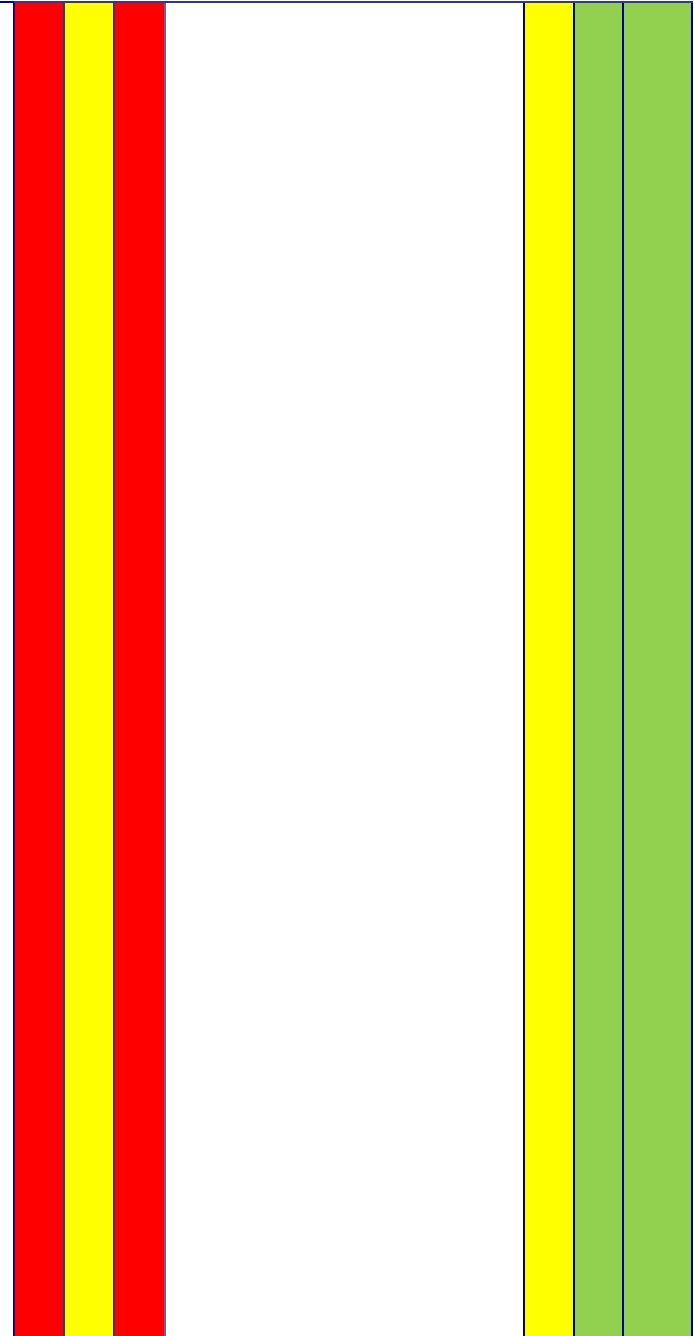
- keep everyone updated on actions being taken to reduce risks of exposure in the workplace – these may include less persons working in various areas social distance markings on floors, screens for desks and reception
- make sure everyone's contact numbers and emergency contact details are up to date
- make sure teachers know how to spot symptoms of coronavirus (COVID-19) and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace is potentially infected and needs to take the appropriate action
- make sure there are places to wash hands for 20 seconds with soap and water, and encourage everyone to do so regularly
- provide hand sanitiser and tissues for staff and children at entrances to the school, in classrooms and toilet areas and encourage them to use them



- ensure employees are strongly advised to follow [social distancing guidance](#)

**Teachers, office staff and children are instructed to:**

- In offices work at least 2m apart; where there is a risk this might not happen, then a face mask should be worn as well as single-use disposable gloves where there is a risk that surfaces may become contaminated.
- In classrooms and teaching areas social distancing should be maintained wherever possible – the use of masks and gloves etc. by teaching staff is not currently required but staff and teaching assistants should be allowed to wear them if requested.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See [Catch it, Bin it, Kill it](#).
- Put used tissues in the bin straight away.
- Avoid close contact (at least 2m apart) with people who are unwell in any manner.
- Clean and disinfect frequently touched objects and surfaces such as desks and keyboards
- Do not touch your eyes, nose, or mouth if your hands are not clean.
- If someone has symptoms whilst at work, they must go home immediately after informing the Principal. All other personnel should carry on but deep localised cleaning and disinfection will be carried out where the person was working
- The local workplace will be regularly cleaned –disinfecting door handles, handrails etc more regularly and provide cleaning materials, as necessary.
- Suitable receptacles will be provided for disposal of masks, gloves, and other disposable items – the disposed items must be double bagged.





			<ul style="list-style-type: none"> <li>A 'no visitor' policy will be introduced at this time – postal and parcel deliveries will be left at reception and all other visitors will be asked to phone instead of being allowed on to the premises</li> <li>Waste bins emptied frequently. Any waste suspected to be contaminated will be separated, double bagged and disposed of in accordance with PHE requirements</li> </ul>					
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PPE REQUIRED	<p><b>Basic face mask for each employee, spares to be held on site or within a suitable store.</b></p> <p><b>Alcohol hand sanitising solution (minimum 60-80% ethanol or equivalent).</b></p> <p><b>Nitrile or single use disposable gloves for normal activity</b></p> <p><b>Amendment – Voluntary Face Shield and training for shield provided for every member of staff. Face Shields will only be enforced when looking after a suspected case of COVID 19 or when social distancing cannot be adhered to.</b></p>
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Additional control(s) required	Responsible Person(s)	Deadline	Date Completed	Signature
All persons to report daily on access to hand sanitising gel, hygiene facilities and masks.		Immediate		
All persons involved to read this assessment and strictly abide by the requirements placed.		Immediate		
Training for all staff in COVID awareness/hazard recognition and provision of information and instruction		On-going		

Severity (S) – The most likely outcome based on previous experience, knowledge and industry guidance			Likelihood (L) – How frequently will it happen, taking into account previous experience, knowledge and industry guidance		
FATALITY	Single or multiple fatalities	5	FREQUENTLY	Daily or weekly	5
MAJOR	Permanent disability, long term absence, Serious damage to plant or property	4	REGULARLY	Between weekly and once a quarter	4
MODERATE	RIDDOR Reportable, over 7 day injury, GP fit note	3	INFREQUENTLY	Between quarterly and annually	3
MINOR	Cuts, bruises	2	RARELY	Once every 1-5 years	2
INSIGNIFICANT	No damage to person or property	1	FEASIBLE, BUT UNLIKELY	Less than once every 5 years	1

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H	High Risk = Action Immediately
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4	L	M	M	H	H	<table border="1"> <tr> <td></td> <td></td> </tr> <tr> <td>M</td> <td>Medium Risk = Action within three months of completing the assessment</td> </tr> <tr> <td>L</td> <td>Low Risk = Action within six months of completing the assessment</td> </tr> </table>			M	Medium Risk = Action within three months of completing the assessment	L	Low Risk = Action within six months of completing the assessment
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L	Low Risk = Action within six months of completing the assessment											
3	L	M	M	M	H							
2	L	L	M	M	M							
1	L	L	L	L	M							
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Manager name:	
Employee name:	

Manager signature:	
Employee Signature:	