

CORPORATE HEALTH & SAFETY SERVICES: CORPORATE RISK ASSESSMENT – RETURN TO WORK COVID-19 SECURE LBTH

Education settings must be able to achieve the following controls as defined by the Department of Education before opening the school to a wider population. The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be reworded if necessary to show how the controls have been applied, add/amend for your school environment. The risk assessment should be reviewed at SLT and with the Governing Body. The risk rating for each identified hazard and overall risk assessment must be considered and decided/changed to Low, Medium, or High by the school on how the school proceeds with the control measures and the wider opening of the school.

The current Government Actions for education and childcare settings to prepare for wider opening from 1 June 2020 states that *'We will only do this provided that the five key tests set by government justify the changes at the time, including that the rate of infection is decreasing and the enabling programmes set out in [the UK Government's COVID-19 recovery strategy](#) are operating effectively. As a result we are asking schools, colleges and childcare providers to plan on this basis, ahead of confirmation that these tests are met.*

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| Description of Activity | COVID 19 Secure Educational Settings Preparing for wider opening risk assessment Plan | | |
| Location | St Matthias Primary, Bacon Street London E2 6DY | | |
| Completed by | Corporate Health and Safety Services (CHSS) draft template for school risk review and planning | | |
| Date of Assessment | 21 st May 2020 | Review Date | On-going* |

| PREPARING SCHOOL BUILDING | | | | | | |
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| What are the hazards? | Who & how might someone be harmed? | What are you currently doing to control risks? | Risk Rating L / M / H | What else do you need to do (if applicable)? | Action by when? | Date Completed |
| Coronavirus (COVID-19) (CV19) related schools/areas of schools shut due to pandemic Prepare to open fully / lack of h and s compliance | Employees, agency, pupils, visitors An employee / visitor injured due to lack of building safety, statutory compliance checks, health and safety checks prior to opening | 1 Review statutory guidance compliance with the premises team, if there are any concerns contact stuart.mcgregor@towerhamlets.gov.uk this maybe to review some statutory compliance which has not been serviced. The aim is to have a safe and legally safe building ready for the wider opening of the school building/s 2 The school site and every room should be cleaned as part of the schools cleaning regime 3 Local statutory compliance and local health and safety inspections should be reviewed and completed with the premises team as per normal standards | MED | <ul style="list-style-type: none"> confirm in writing that this has been achieved. Continue to review the health and safety audit. meet with cleaners and discuss plan. order more/plentiful stock of cleaning supplies needed. Fire safety service conducted on 23rd March. Scheduled water tests in place Boiler in sports hall fixed. | 10 th June 15 th June 15 th June | 10 th June 10 th June |

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| | | 4 Cleaning stock and Cleaning regime need to be increased as part of the key control measure is enhanced cleaning, deciding who is going to clean and what areas need to form part of the planning assessment. | | <ul style="list-style-type: none"> • Engineer to replace boiler for sports hall toilets. • Dining hall doors serviced. • PM to check that all equipment is in working order and functioning as it should be. | 12 th June | |
| <p>Coronavirus (COVID-19) (CV19)</p> <p>Physical arrangements</p> <p>Lack of social distancing</p> <p>(See close contact in classrooms)</p> <p>Someone entering the premises with CV19</p> | <p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | <p>1 Current guidance is that Primary aged children are not expected to stay 2m apart, but where they can be kept 2m from each other and staff, they should be, plan for wider separation where possible</p> <p>2 Ensure pupils and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.</p> <p>3 Split primary classes into classes of no more than 15, with one teacher plus a TA if needed (or, if there is a teacher shortage, a TA under the direction of a teacher).</p> <p>4 EYFS classes to use staff:child ratios to split classes into small groups. (1:13 reception, 1:8 nursery)</p> <p>5 Special schools/ special post-16 settings might operate a part time rota to safely accommodate as many children as possible</p> <p>6 For secondary children preparing for exams subject specialisms might mean some rotation of groups. Social distancing and hygiene practices should be adhered to where face-to-face teaching is necessary.</p> <p>7 Set up desks as far apart as possible.</p> <p>8 Designate areas for staff breaks that maintain social distancing and hygiene.</p> | MED | <ul style="list-style-type: none"> • 2.5m Spots/markers to be ordered to use as floor markings for playground, corridors and classrooms. • Timetable staff room use. • Staff room door left open • EYFS staff use EYS staffroom. • KS1 staff and staff based in that corridor to use Sports Hall staffroom. • Y6 pod rooms prepared in advance of return • Pods will be used by the same group of up to fifteen pupils, with the same teachers/TA no rotas. • Year 6 parent audit to ascertain potential numbers • Additional pods will be prepared for other classes – chairs 2m apart. • Parent audit to ascertain potential | <p>10th June</p> <p>1st June</p> <p>10/6/20</p> <p>Ongoing</p> <p>15/6/20</p> <p>Ongoing</p> | <p>1st June</p> <p>10/6/20</p> |

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| | | | | <p>numbers in the same way.</p> <ul style="list-style-type: none"> • Staff breaks within pods or in the playground when adults are able to cover. • Staff to use only the allocated staffroom area, vacating the room as soon as possible to enable other staff access. | | |
| <p>Coronavirus (COVID-19) (CV19)</p> <p>Passenger Lifts/ corridors and stairs</p> <p>Someone entering the workplace with CV19</p> | <p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | <p>2 Use of stairs to be promoted in a controlled manner, with floor marking to social distancing of 2 metres</p> <p>5 Sanitise and wipe all the surfaces that staff may come in contact with i.e. buttons, doors, hand rails etc. install sanitiser mobile units within/around lifts/lobbies</p> <p>6 Regulating use of corridors, lifts and staircases, premises team/managers completing floor checks, areas safety checks and recording/reporting any concerns to management</p> <p>7 Leave any internal doors open where possible, installation of door-guards to fire doors that are high use high contact doors, these cannot be in higher risk rooms such as plant areas and kitchen areas. Premises to have regular check on all of the door-guard doors to ensure closing operation is tested and replacement of batteries when required</p> <p>8 Ensure handrails in the stairwell are wiped regularly throughout the day</p> <p>9 Introduce one way flow system in office corridors and stairs and throughout the building where reasonable possible.</p> <ul style="list-style-type: none"> • Introduce corridor 'etiquette' in corridors that are very narrow. | MED | <ul style="list-style-type: none"> • Flow system put in school, marked with arrows. • Additional fire guards added to doors to enable doors to be left open during the school day. • Staff have been inducted on how to navigate corridors that are very narrow. • Item of furniture to be placed over fire guard door stop to prevent staff/pupil tripping over • | <p>5th June</p> <p>15th June</p> | <p>1st June</p> <p>These have been ordered but we are awaiting delivery – the doors are Poplar class/playground door/one in EYFS/Oak and Pine class. During Covid, pod leaders will use a door stop and close doors when they leave the rooms sanitising hands each time. This is the same as the external doors.</p> |

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| <p>Coronavirus (COVID-19) (CV19)</p> <p>Counter/ reception staff exposure</p> <p>Someone entering the workplace/reception with CV19</p> | <p>Employees, agency, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | <p>1 Review reception areas to assess the requirements of screens and physical barriers at all reception areas</p> <p>2 Using protective screening where appropriate in contact areas such as public facing areas/rooms</p> <p>3 Staggering/control and filtering the number of visitors at any one time</p> <p>4 Using contactless payment options (where applicable)</p> <p>5 Introducing more services online</p> <p>6 Rotate the time spent in the reception/contact facing roles to reduce time where possible</p> <p>7 Hand sanitiser made available at entrance and reception areas</p> <ul style="list-style-type: none"> • Staff to communicate with parents via intercom. Parents are not permitted into the building unless a prearranged meeting has been booked. • Gloves to be worn or sanitise immediately after opening post • Shared phones should be sanitised before and after use. • Staff other than office staff/HT/Senco should avoid entering the office area where possible. • Two phones in EYFS have been allocated per pod. <p>8 If a shared reception (more than one staff member) a review of equipment to restrict shared items, touch/contact areas</p> <ul style="list-style-type: none"> • Contact details for parents will be saved on the system and will be password protected. Pod leaders will not have to enter office to collect paper copy of contact | <p>MED</p> | <ul style="list-style-type: none"> • Order a debit/credit card reader. – MG informed me this is not necessary, she would prefer to wear gloves to handle the cash – this is a very small amount. • Screens have been ordered for the Reception area. • Parents asked to remain outside and only enter the building when a meeting has been scheduled. • Visitors log to be recorded on the network to plan meetings with the minimum number of visitors possible • Alcohol sanitiser in the office reception area • 1 office staff member to work upstairs to enable other office staff member to work downstairs alone. • PM to use alternative empty space. • No shared phones in office. • Wipe down the photocopier/sanitise hands after use. | <p>12th June.</p> | |
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| | | numbers from the 'wooden box'. Rebekah will create this by 23/06/20 | | | | |
| <p>Coronavirus (COVID-19) (CV19)</p> <p>Circulation of fresh air</p> <p>Someone entering the workplace with CV19, staff fear and concerns of becoming infected by air circulation</p> | <p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease</p> | <p>1 Keep ventilation systems maintained regularly and adjusting systems where necessary</p> <p>2 Premises maintain/monitor ventilation systems</p> <p>3 Premises to check service and or adjustments required, so that they do not automatically reduce ventilation levels due to lower than normal occupancy</p> <p>4 Opening windows and doors frequently to encourage ventilation where possible</p> <p>5 Keep the systems operating continuously, i.e. not shutting down at weekends</p> <p>6 Switch air handling units with recirculation to 100% outdoor air</p> <ul style="list-style-type: none"> Chestnut classroom: To increase ventilation in this room, pod leaders need to check that all doors and windows are opened and that the blinds are pulled up. Where possible, pod leaders should plan to hold sessions outside to reduce time spent in the classroom. | MED | <ul style="list-style-type: none"> AC due annual service in June. Staff asked to open windows in rooms being used (External doors closed when the adult leaves the room) <p>Ray has discussed this with both pod members using this room.</p> | 30th June | |
| <p>Coronavirus (COVID-19) (CV19)</p> <p>Office layout and space</p> <p>Someone entering the workplace with CV19</p> | <p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> | <p>1 Review office layouts and rearrange furniture where necessary to the standard that achieves 2 metre social distancing</p> <p>2 Managers monitor usage of spaces regularly</p> <p>3 For areas where regular meetings take place, using floor signage's to help people maintain social distancing</p> <p>4 Do not have staff sitting facing each other</p> <p>5 Having seat plan and knowing who is sitting at each location</p> | MED | <ul style="list-style-type: none"> Office staff have own rooms to work in. 2m spots/markers to be ordered to use as floor markings in hall. Staff asked to clean own chair after use (following meetings) | <p>5th June</p> <p>15th June</p> | <p>1st June</p> <p>1st June</p> |

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| | Causing severe infection/disease | | | | | |
| <p>Coronavirus (COVID-19) (CV19)</p> <p>Contaminated workplace</p> <p>Someone entering the workplace with CV19</p> | <p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | <p>1 An increased formal cleaning regime, employees are cleaning equipment more often and key areas and touch points are identified and form part of the specified cleaning schedule (keyboards, work surfaces, door handles, doors, entrance areas, toilets, taps etc.)</p> <p>2 Hand sanitisers have been placed in the workplace</p> <p>3 Extra hygiene requirements (handwashing etc.) enforced</p> <p>4 Multi-use handtowels are not used to dry hands</p> <p>5 This information has been passed onto employees</p> <p>6 Confirmed cases of work-related CV-19 to be reported to CHSS via usual accident procedure (AIR form). Potential for RIDDOR report to HSE; if necessary, this will be completed by CHSS.</p> <p>7 Review any further cleaning regime in light of potential outbreaks, and have this as a contingency plan</p> <p>8 Ensure the correct cleaning products are being used for infection control covid-19</p> <p>(refer to infection control section for more details)</p> | MED | <ul style="list-style-type: none"> Premises Team met with the cleaners to go through the RA, including flow system... Staff toilets and staffroom were allocated to the team. Create list of what to be cleaned and display in cleaning cupboards. Write contingency plan and share with SLT and cleaners. – Val met the team to inform them of RA for cleaners. This is in place of contingency plan Confirm in writing that correct cleaning products being used. Hand sanitiser in all pods/access and exit points Initial handwashing by all staff and pupils Staff and pupils taught how to wash their hands (paint technique) All hand dryers switched off All multi use hand towels removed. Training for staff to begin from 1st June PM participated in the RA and informed of any updates. | <p>5th June.</p> <p>Ongoing</p> <p>15/10/20</p> <p>15/10/20</p> <p>1-5/6/20</p> | <p>8th June</p> <p>8th June</p> <p>10/06/20</p> <p>10/06/20</p> <p>8/6/20</p> |

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| <p>Coronavirus (COVID-19) (CV-19)</p> <p>Gatherings, emergency evacuation</p> <p>Someone entering the workplace with CV19</p> | <p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | <p>1. Social distancing standards marked out clearly around the buildings to keep staff at least 2 metres apart at all times</p> <p>2. A review of assembly areas to reduce and maintain social distancing where possible</p> <p>3. PEEPS 'personal emergency evacuation plans' to be reviewed for each building with the identified evacuation team/ 'buddy' packs should be installed next to the evacuation transfer/meeting location to include surgical face masks for all parties involved in personal evacuation procedure</p> <p>4. Manage any gathering of people close to the building entrances and disperse groups if necessary, keeping a safe distance themselves, or if pupils come together in large groups</p> | <p>MED</p> | <ul style="list-style-type: none"> • 2m red spots/markers to be ordered to use as floor markings in playground. • Signage around the school to be in place • Pods allocated separate areas/times for assembly points (eg drop off/pick up • Parents asked to drop chn off in the playground and leave immediately – no waiting around. Flow system introduced and shared with parents pod by pod. Chn to remain in pods but assemble in year group assembly points in the case of emergency for quick registration by pod leaders. | <p>15th June</p> <p>12/6/20</p> <p>Ongoing</p> | <p>10/6/20</p> |
| <p>Coronavirus (COVID-19) (CV-19)</p> <p>Provision of first aid in buildings</p> <p>Someone entering the workplace with CV19, giving first aid to staff/others</p> | <p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it on, applying first aid to staff/pupils in close contact</p> | <p>1. Review existing first aid needs analysis in line with Health and Safety Executive (HSE) Guidance on First Aid cover and qualifications during COVID-19 e.g.:</p> <ul style="list-style-type: none"> ▪ High risk activities to be suspended or postponed where practical ▪ Extension of first aid certificate renewal date if run out <p>2 It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> | <p>MED</p> | <ul style="list-style-type: none"> • Check first aid certificates – all in date • Training for first aiders and all staff re. use of PPE equipment in the event of an incident. • PPE available for close contact. Hand washing on completion of first aid and 'isolation room' • Allocate waiting area for first aid when more than one child needs it. | <p>5th June</p> <p>15/6/20</p> <p>15/6/20</p> | <p>8th June</p> <p>8/6/20</p> <p>8/6/20</p> |

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| | Causing severe infection/disease onto others | <p>3 Those administering first aid should wear PPE appropriate to the circumstances, surgical face masks in working in close contact. Wash hands and ensure the affected area is cleaned upon completion.</p> <p>4 First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area.</p> <p>5 If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.</p> | | | | |
| <p>Coronavirus (COVID-19) (CV-19)</p> <p>Kitchen/staff areas</p> <p>Someone entering the workplace with CV19</p> | <p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> <p>Causing severe infection/disease</p> | <p>1 Social distancing in place with signage</p> <p>2 Zip taps/Kettles to be cleaned before and after use with appropriate cleaning material/wipes</p> <p>3 Staff reminded with signage next to Zip taps NOT to allow their cups to touch the Zip tap</p> <p>4 Staff behaviour staying alert to others around them and keeping to the 2 metre rule as a minimum</p> <p>5 Staff to be encouraged to wash their hands before / after eating for at least 20 seconds</p> <p>6 Staff to dispose of their food waste into the bins provided, and clean their cutlery and put away</p> <p>7 Staff not to share cups and cutlery</p> <p>8 Staff to be encourage to go outside during breaks</p> <p>9 These areas to have an increased cleaning regime in place managed and monitored</p> <p>EYFS/Sports hall staffroom – only one person inside the kitchen area at any time.</p> | MED | <ul style="list-style-type: none"> • Signs needed in kitchen for social distancing. • See RA issued by Contract catering service • Own cups/cutlery if required by staff • Strong self hygiene prior to and after eating and drinking. | <p>Once kitchen is open</p> <p>Once kitchen is open</p> | |

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| <p>Coronavirus (COVID-19) (CV-19)</p> <p>Main Kitchen/Canteen Dining Hall</p> <p>Someone entering the workplace with CV19</p> | <p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | <p>1 Ensure social distancing is in place for the kitchen and kitchen staff whether they are your own or contract staff</p> <p>2 PPE masks are not required within the kitchen, and due to the nature of heat, steam, touching of face/masks increases poor hygiene standards</p> <p>3 Review the number of kitchen staff required in the kitchen area at one time</p> <p>4 Social distancing at the servery which is managed and monitored</p> <p>5 If the social distancing cannot be managed in this area a review of shielding/sneeze screens to be considered to protect the kitchen staff serving</p> <p>6 Review contractor covid working risk assessment and shared risk communication to ensure control measures known and achieved</p> <p>7 Staff to be encouraged to wash their hands before / after eating for at least 20 seconds and frequently during the day</p> <p>8 Communication with contract company/service re covid-19 sickness procedures in place to ensure that the school to be informed of any covid-19 related staff/agency sickness, without delay, including BC plan if the whole kitchen crew have to self-isolate</p> | <p>MED</p> | <ul style="list-style-type: none"> • Signs needed in kitchen for social distancing. • LBTH packed lunches ordered for children (and staff who request it that morning) – staggered and outside where possible. In pod groups. | <p>Once kitchen is open</p> <p>Ongoing</p> | |
| <p>Coronavirus (COVID-19) (CV-19)</p> <p>Toilet areas</p> | <p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the</p> | <p>1 Social distancing in place with signage</p> <p>2 Staff to stay alert as these as single doors access and egress and potential non 2 metres meeting points, therefore proceed with caution and be prepared to take a step back to allow others to keep the 2 metre rule</p> <p>3 Washing hands is paramount</p> | <p>MED</p> | <ul style="list-style-type: none"> • Floor markings in toilet areas. • Pods to be allocated specific toilets to be used. Same for staff. • Paper towels and anti-bac soap provided in all toilets. | <p>5th June</p> <p>15/6/20</p> | <p>10/6/20</p> |

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| <p>Someone entering the workplace with CV19</p> | <p>workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | <p>4 There will be an increased cleaning regime in these areas</p> <p>5 Close off sinks/toilets to create social distancing</p> <p>6 Premises to review foot or elbow door opening options to reduce hand touching surfaces/doors access egress points</p> <p>7 Limit use to one person at time in smaller toilet areas</p> <p>8 Control system in place for pupil toilet area, numbers allowed, areas restricted</p> <ul style="list-style-type: none"> • Toilet seats to be ordered with lids | | <ul style="list-style-type: none"> • PT to prioritise cleaning of toilet areas before and after school • Staff and pupils to be encouraged to open doors with elbows and feet • Sign for adult disabled toilet saying open for use/closed needs to be sanitised, so toilet can be used by people with COVID symptoms. • One urinal to be taken out of use. • Staff to use allocated toilets and then elbows to push handles and open doors and 20 sec handwashing. • PM to order and install toilet seats with lids and staff and children to be inducted in closing lid when flushing. Signage to be added. | <p>15/6/20</p> <p>15/6/20</p> | |
| <p>Coronavirus (COVID-19) (CV-19)</p> <p>Meeting rooms</p> <p>Someone entering the workplace with CV19</p> | <p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> | <p>1 All meetings for those staff working in the office should be completed virtually to keep and prevent the gathering of different staff members coming together within an enclosed room environment</p> <p>2 During the summer consider holding meetings outside in the open and keeping to the social distancing of 2 metres</p> <p>3 Keep meeting room doors open and maintain the allotted numbers allowed</p> <p>4 Do not use rooms that are not well ventilated</p> <p>5 Avoid sharing pens and any other items</p> | <p>MED</p> | <ul style="list-style-type: none"> • Order 'pencil case' packs. • Organise meeting date document and save on system. • Use school halls/outside and large EYFS room for meetings. Use virtual meetings where possible. Social distancing to be observed. | <p>1st June</p> <p>1st June</p> | <p>1st June</p> <p>1st June</p> |

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| | Causing severe infection/disease | 6 Hand sanitiser to be provided in meeting rooms 7 Establish meeting etiquette while entering and leaving to ensure distancing 8 Meetings dates and attendance recorded re potential tracking requirements | | <ul style="list-style-type: none"> Visitors permitted onto school premises by appointment only and numbers will be restricted. | Monitor this over time. | |
| Coronavirus (COVID-19) (CV19) Security Someone entering the workplace | Employees, agency, pupils, visitors An employee / visitor enters the workplace and attacks staff/children Causing severe infection/disease | 1 Review the security risk assessment due to the changes of having more doors open and potential access control areas open 2 Review site security, building that may still not be in use, external gates that may be used now in addition to normal entrance and exit gates 3 Review individual SEN concerns if the school building is being open with doors open etc. re: pupils leaving the school unauthorised <ul style="list-style-type: none"> The blue gate near the EYFS playground and sports hall must be closed after use. | MED | Staff are responsible for closing the gate after use. EYFS staff working outside will check regularly. | Point 2- by 5 th June Point 3- by 5 th June | |
| Coronavirus (COVID-19) (CV19) Accidents, Security incident, emergency Someone entering the workplace/ with CV19 | Employees, agency, pupils, visitors An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease | 1 It is important to understand and make clear that in the event of any emergency situation, staff do not have to stay 2 metres apart if it the event of an unsafe 'event' such as a terrorist attack, fire, explosion risk where large numbers may have to move fast to evacuate 2 Staff involved in emergency situations that may bring them into close contact to ensure that you pay particular attention to sanitation measures immediately afterwards including washing of hands | MED | Existing procedures would be employed as outlined St Matthias 'Emergency Evacuation Policy'. | | |

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| Coronavirus (COVID-19) (CV19) | Employees, agency, pupils visitors | 1 Lettings are not taking place during term time | MED | <ul style="list-style-type: none"> Lettings still taking place in holidays as play centre lettings already agreed. | | |
| Lettings | An employee / visitor enters the workplace with CV19 and passes it onto others | | | | | |
| Someone entering the workplace with CV19 | | | | | | |

INFECTION CONTROL

Hazard Awareness - People can catch the virus from others who are infected in the following ways:

- virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales
- the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

| What are the hazards? | Who & how might someone be harmed? | What are you currently doing to control risks? | Risk Rating L / M / H | What else do you need to do (if applicable)? | Action by when? | Date Completed |
|------------------------------------|--|---|--------------------------|--|-----------------|----------------|
| Coronavirus (COVID-19) (CV19) | Employees, agency, pupils, visitors | 1 Primary schools to have no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant but keeping to the social distancing). Reviewing the size of the room working on the size of each room, determine how many people can use it at any one time to maintain a distance of two metres. (DFE advice states primary aged children cannot be expected to remain 2 m apart at all times) | Med | | | |
| Close contact in classrooms | An employee / Pupil /visitor enters the workplace with | | | | | |

CORPORATE HEALTH & SAFETY SERVICES: **CORPORATE RISK ASSESSMENT – RETURN TO WORK COVID-19 SECURE LBTH**

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| | <p>CV19 and passes it onto others Transmission of the virus between staff and children, and into the wider community.</p> | <p>2 Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15. (Maximum 15 pupils)</p> <p>3 Desks should be spaced as far apart as possible, at least 2 metres</p> <p>4 If the school cannot achieve these small groups they should discuss options with the local authority. (This could be due to not enough classrooms or spaces available or not have enough available teachers or staff to supervise, or both)</p> <p>5 Remove any unnecessary furniture/equipment where possible to create more space, do not store in boiler rooms or electrical intake rooms</p> <p>6 Staff are to maintain a safe distance between each other (2 metres) and Pupils are to be encouraged to do the same</p> <p>7 Mark out areas to help pupils visualize and maintain 2m distancing</p> <p>8 Rooms keep as well ventilated as possible (opening windows) or via ventilation units.</p> <p>9 Look at larger areas of the school and utilise larger spaces (gym, hall etc.) to ensure 2m rule is promoted as far as possible. Re-plan lessons / activities to avoid shared resources.</p> <p>10. For secondary science and DT also consider CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work in a partially open school</p> <p>11. Consider opportunities for outdoor learning to assist in social distancing as much as possible EYFS will hold as much of their curriculum outside as possible.</p> | | | | |
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| <p>Coronavirus (COVID-19) (CV19)</p> <p>Poor Infection control</p> <p>Someone entering the workplace/offices with CV19</p> | <p>Employees, agency, pupils, visitors</p> <p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | <ol style="list-style-type: none"> 1 Planning in order to keep pupils and staff in the same small groups at all times each day, keeping the same teacher/staff assigned to each group and seating pupils at the same desk each day 2 Do not mix with different groups are during the day, and keep to this on a continuous rolling programme 3 Wherever possible pupils use the same classroom or area of a setting throughout the day 4 Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time 5 Implement a thorough cleaning of the rooms at the end of the day, this being supported by enhanced cleaning during the school day 6 Having direct access to rooms directly from outside where possible 7 Implement a one-way circulation, 8 Install of implement a barrier/divider/marker down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors 9 Staggering lunch breaks 10 Pupils and staff to clean their hands before eating and enter in the groups they are already in; groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms, controlling the movement around the school building/s 11 Manage and monitor, control the toilets numbers to keep numbers acceptable 12 Promotion of hand cleaning breaks and having soap and water available in more areas, or sanitising areas (schools to review as | <p>Med</p> | <p>Timetables/Rotas created to support this</p> <p>Action not required. Stop and wait system in place.</p> | <p>Ongoing</p> <p>12/06/20</p> | |
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| | | <p>some rooms will have sinks and soap available anyway – other areas may need increased hand cleaning stations)</p> <p>12 Assessing specific individual support to follow these measures (for example, one to one support to guide, or routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).</p> <p>13 Encourage to learn outside where possible keeping the social distancing wherever possible</p> <p>14 If outside play equipment cannot be cleaned prior to each use then it should not be used</p> <p>15 Shared rooms such as halls, dining areas and drama/sports halls can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance</p> <p>16 Stagger the use of staff rooms, and other rooms/offices to ensure there is a limit on the numbers, keeping the social distancing, potentially reviewing other rooms as staff rooms/rest rooms if cannot stagger staff break times within allocated staffroom</p> <p>17 A complete review of all potential shared resources to prevent the potential spread of contact, hand contact, reducing items that pupils would take home from school, prevent sharing of stationary, items that are shared materials or areas should be cleaned and disinfected more frequently</p> <p>18 Review of start and finish times re transport/journey issues, that transport arrangements cater for any changes to start and finish times, transport providers must not work if they or a member of their household are displaying any symptoms of coronavirus</p> | | <p>Toilets are allocated to particular pods.</p> <p>Parents to be informed of their role- social distancing and drop off and pick up etiquette.</p> | <p>Ongoing</p> <p>12/6/20</p> | <p>9/6/20</p> |
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| | | <p>19 Communication with transport providers to ensure they follow hygiene rules, keep distance from their passengers/pupils, or in house review of minibus use</p> <p>20 Follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel</p> <p>21 Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts</p> <p>22 An assessment of timetable lessons and breaks to review an action plan for 'safest movement' around the school buildings and share with all staff, to be reviewed and developed as a dynamic risk management control</p> <p>23 Review of parent drop off and collection, do they need to come on site, have more meeting points to disperse the gathering points around the school do not engage in close contact with parents/groups, keeping social distancing measures in place</p> <p>24 Removal of soft toys, and furnishings, that are difficult to clean</p> <p>25 Consider store areas to move items to and how this will be completed safely</p> | | Designate storage areas for objects removed from classrooms. | | |
| <p>Coronavirus (COVID-19) (CV19)</p> <p>Poor Hygiene</p> <p>Someone entering the workplace/offices with CV19</p> | <p>Employees, agency, pupils, visitors</p> <p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others</p> | <p>1 Planning enhanced hygiene control required for example, hand washing and cleaning</p> <p>2 Review and ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p> <p>3 Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.</p> <p>4 Normal detergents will remove traces of the Covid-19 virus, it must be insured that there are sufficient supplies and cleaning staff are available to maintain good infection control.</p> | Med | Children will need to be taught and reminded of these rules. Younger children should do this whilst being led by their adults | Ongoing | |

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| | <p>Causing severe infection/disease</p> | <p>5 Ensure that all adults and children:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. • Clean their hands upon arrival at the school, before and after eating, and after sneezing or coughing • Are encouraged not to touch their mouth, eyes, and nose, this may be a repeat reminder needed for many of the younger pupils • Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Promoting the 'catch it, bin it, kill it' control in group discussion, internet videos, posters • Ensure that help is available for children and young people who have trouble cleaning their hands independently • Consider how to encourage young children to learn and practise these habits through games, songs, and repetition <p>6 Ensure that bins for tissues are emptied throughout the day, non-hand touch closed lid bins preferred</p> <p>7 Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>8 Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>9 Ensure there are sufficient supplies of soap, anti-bacterial gel and cleaning products if needed before the school opens to a wider population. Cleaning products to be considered and not just taken out of the cleaners cupboard, coshh safety data sheet,</p> | | | | |
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| | | <p>coshh risk assessment, secure storage of substances away from pupils, staff training/knowledge of substances being used, if school staff are cleaning areas in addition to the cleaning team, consider easy wipes that clean and throw away that are better for coshh control that cleaning sprayed products and bottles of substances/liquid</p> <p>10 Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up.</p> <p>11 Ensure soap and hand towels are regularly topped up at all washing stations.</p> <p>12 Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal</p> <p>13 Site staff to regularly clean the hand washing facilities.</p> <p>14 Hand-sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.</p> <p>15 Tissues will be provided for classrooms. Staff to replenish as needed.</p> <p>16 Ensure bins are provided for tissues in every classroom.</p> | | <ul style="list-style-type: none"> • Children to collect tissue from box when arriving into class so they have one already should they need it. Pod leaders to decide how they do this within their pod. • Pod leaders to ensure that all pupils in their pod know | | |
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| | | | | how to use the pedal bins for used tissues. | | |
| <p>Coronavirus (COVID-19) (CV19)</p> <p>Inadequate cleaning</p> <p>Someone entering the workplace with CV19</p> | <p>Employees, agency, pupils, visitors</p> <p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | <p>1 Formulating a cleaning schedule throughout the school building/s, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly</p> <p>2 Thorough cleaning of rooms at the end of the day, managed and monitored</p> <p>3 Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day, this can be completed by school staff, non-cleaning staff, but a review of the substance, safety data sheet/risk assessment added to the schools coshh file</p> <p>4 For a deep clean / disinfection (e.g. following a suspected/confirmed case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>5 Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>6 Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>7 Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>8 Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>9 School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for</p> | <p>Med</p> | <ul style="list-style-type: none"> • Cleaning to take place during the day by a dedicated member of staff and after school. • Premise team to train all cleaning staff to clean a contaminated area. • Hand wash and paper towels to be regularly monitored ready for reordering. <p>If a child is sick, a spray product should be used (This will be shown to pod staff by Ray – and where to find it) to cover the vomit. The room should be emptied for ten minutes to allow the product to work. In the case of excessive vomiting e.g. projectile vomiting, the vomit should be covered and the room evacuated until it can be deep cleaned. The sports hall may be used as an alternative room. Outside should be used where possible.</p> <ul style="list-style-type: none"> • If a child vomits, the first aider should take temperature of the child. | <p>5th June</p> <p>Ongoing</p> | <p>8/6/20</p> |

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| | | <p>cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p> <p>7 When cleaning a contaminated area</p> <p><u>Cleaning staff (trained cleaning staff) to:</u></p> <p>Wear disposable gloves and apron</p> <p>Wash their hands with soap and water once they remove their gloves and apron</p> <p>Fluid resistant surgical mask if splashing likely</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed.</p> <p>PPE to be double-bagged then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> | | | | |
| <p>Coronavirus (COVID-19) (CV19)</p> <p>Exposure due to close contact/PPE concerns</p> <p>Someone entering the workplace with CV19</p> | <p>Employees, agency, pupils visitors</p> <p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | <p>1 The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <p>2 Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way,</p> <p>3 Or a child becomes unwell with symptoms of coronavirus while in the school setting and need direct personal care until collected from home and you cannot keep more than 2 metres apart.Guidance:</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> | Med | DH is responsible for ensuring the RA is updated, when there is a confirmed case or exposure risk and informing all staff. | Ongoing | |

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| | | <p>PPE is required if a child or staff falls ill and requires direct personal care on site:</p> <ul style="list-style-type: none"> • Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained • Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary • Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting) <p>Review PPE protocols for routine provision of intimate care and ensure adequate supply.</p> | | | | |
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| What are the hazards? | Who & how might someone be harmed? | What are you currently doing to control risks? | Risk Rating L / M / H | What else do you need to do (if applicable)? | Action by when? | Date Completed |
| <p>Coronavirus (COVID-19) (CV19)</p> <p>Individual existing conditions</p> <p>Someone entering the workplace with CV19</p> | <p>Employees, agency, pupils, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> | <p>1 Identify staff who can't return to school at this point and how they can work from home (for example, supporting remote education). Complete individual plan for all staff with these conditions, see no.3</p> <p>2 Identify likely numbers of pupils returning and agree required staffing resource and approach and liaise with your local authority on your plans.</p> <p>3 Identify all staff and students who are either clinically vulnerable, clinically extremely vulnerable/shielded or have household members who are shielded, with the Head teacher</p> | MED | <p>Shielding staff already identified and contacted @ home for update to physical and mental health.</p> <p>In line with BAME concerns, we will be taking into account all guidance on this, as well as having one-to-one conversations with staff, where there are known underlying health</p> | | |

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| | <p>Causing severe infection/disease</p> | <p>prior to them entering the school, and record that this has been carried out for every individual.</p> <ul style="list-style-type: none"> • ‘Clinically vulnerable’ children and staff should follow the advice of their doctor. • Those with a ‘clinically vulnerable’ household member can attend. • Those who are ‘clinically extremely vulnerable’/shielded should not attend. • Those who live within someone ‘clinically extremely vulnerable’/shielded should only attend if stringent social distancing can be adhered to, and the individual understands and can comply. • Explore barriers to attendance with parents/ carers where there are concerns. (Fines for non-attendance cannot be issued.) • Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. Self isolation guidance • Ensure that all clinically vulnerable staff are enabled to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and Headteacher. • Ensure up to date risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home. | <p>complications that may further increase the risk.</p> <ul style="list-style-type: none"> • Each pod had been provided with PPE equipment box. This contains: 2 pairs of glasses, 5 masks, 5 pairs of gloves and 5 aprons. • Once used, they should be thrown away in the lidded bin. Pod leaders should inform First Aider in charge (Shakera) so these items can be replaced. <p>EYs, year 1 and 6 parents individually contacted to ascertain whether they are ‘likely’ or ‘unlikely’ to send children back in Summer term.</p> <p>VP lists formulated and weekly updated (via phone contact) for clinically/extremely vulnerable pupils.</p> <p>SEND lead to complete specific RA sent through by SEND Dept for any returning EHCP pupils.</p> <p>Class dojo and St Matthews website used to</p> | <p>1/6/20</p> <p>Ongoing</p> <p>Ongoing, before these children return to school.</p> | <p>21/5/20</p> |
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| | | <ul style="list-style-type: none"> • Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. • Plan to resume taking attendance registers and continuing to complete any online educational setting status form to provide daily updates on how many children and staff are in school and record, monitor. <p><u>Note for ease of reference:</u> (DFE Guidance: Specific groups will not be able to attend school following reopening, the advice from dfe is as follows:</p> <ul style="list-style-type: none"> • Vulnerable children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. These children should not attend school or childcare, and they should continue to be supported at home as much as possible. • Vulnerable adults clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance should work from home where possible. Clinically vulnerable individuals, who cannot work from home, should be offered the safest available on-site roles (staying 2 meters away from others when possible). • Living with shielded or clinically vulnerable person If a child or a member of staff lives with someone who is clinically vulnerable including those who are pregnant, they can attend school or childcare setting. | | reinforce basic 'stay at home' message for symptomatic individuals | | |
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| | | <ul style="list-style-type: none"> If a child or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if strict social distancing can be adhered to. If social distancing cannot be adhered to, due to the nature of the children, those individuals should not attend the setting and be supported to learn or work from home. | | | | |
| <p>Coronavirus (COVID-19) (CV19)</p> <p>Lack of staff levels</p> <p>Not being able to supervise and manage the school/pupils</p> | <p>Employees, agency, pupils visitors</p> <p>Accident, incidents due to lack of supervision</p> | <ol style="list-style-type: none"> Consider options if necessary staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers/fire wardens/premises staff). Agree any flexible working arrangements needed to support changes to your usual patterns (for example, staggered start/end times). Agree staff workload expectations (including for leaders). Make decisions on staffing levels dependent on numbers / needs of pupils present in school. Prior to opening agree flexible working patterns to support changes to the school day/ class arrangement. Review staffing levels and workloads daily. Ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained) Options such as supply staff, splitting and alternating classes, SLT cover, partial closure may be required in event of staff shortages. | MED | <p>Track available staff - monitor availability daily.</p> <p>Staff briefed as to start/end times for designated role. If in POD then RA catch-up after pupils go home and then staff to be given option to depart school prior to public transport 'rush hour'.</p> <p>Usual staff sickness notification before 7:30am</p> | Ongoing | |
| <p>Suspected case of Coronavirus</p> | <p>Employees, Pupils, agency</p> | <ol style="list-style-type: none"> If a child, young person, or staff member develops symptoms compatible with coronavirus, they should be sent home and | | <p>Staff and parents to be made aware of how to order a test/ book</p> | | |

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| <p>(COVID-19) (CV19)</p> <p>Someone becomes ill within the workplace</p> | <p>Visitors</p> <p>Contracted CV19 by any means</p> <p>Causing severe infection/disease</p> | <p>advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.</p> <p>2 School must follow the COVID-19: cleaning of non-healthcare settings guidance Decontamination in-non-healthcare-settings</p> <p>3 If Pupil or staff member tests negative, they can return to the school and the fellow household members can end their self-isolation.</p> <p>4 Where the child, young person, or staff member tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the national test and trace program, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise the school and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> | <p>MED</p> | <p>appointment to attend testing centre by car.</p> <p>Test result to be provided to school for monitoring.</p> | | |
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| <p>Coronavirus (COVID-19) (CV19) temporary change to work environment</p> <p>Staff working at home</p> | <p>Employees, Pupils, agency, visitors</p> <p>Staff working at home that are not set up for homeworking, DSE, posture, MSD, stress, anxiety</p> <p>Causing severe infection/disease</p> | <ol style="list-style-type: none"> 1 Staff to follow the working from home CHSS guidance 2 Manager to complete working at home risk assessment 3 Manager to review current DSE guidance 4 Manager and staff to ensure communication is in place for any concerns with DSE, wellbeing 5 DSE self-assessment forms to be completed and enables user to report concerns, staff encouraged to complete their DSE self-assessments as a change to their normal working arrangements 6 Individual user tries to mimic the set-up of the working arrangement, corporate health and safety DSE guidance 7 Communication between individuals / teams and Managers is clear: <ul style="list-style-type: none"> • Agreed work activities • Scheduled calls / contact time • Access to LBTH resources e.g. Employee Assistance Programme (EAP) • Wellbeing and Health on HR website (includes stress risk assessment) 8 Staff giving clear guidance on wellbeing and contact details for support 9 Managers having clear council guidance on wellbeing strategies for them and their staff, including covid-19 stress risk assessment guidance/template 10 Managers to review the extended working at home working arrangements and in particular the IT equipment provided for each staff member, especially if the pandemic is extended re shielded workers. Official 'homeworkers' at the very least should be provided with; <ul style="list-style-type: none"> • Laptop stand | <p>MED</p> | <p>Staff have allocated line managers to offer support</p> <p>Staff to be aware of DSE recommendations and who to report to if there are concerns.</p> <p>DSE Self assessments to source.</p> <p>Staff offered equipment in line with guidance - provision to source.</p> | <p>March 2020</p> <p>As soon as possible.</p> <p>As soon as possible.</p> <p>As soon as possible.</p> | |
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| | | <ul style="list-style-type: none"> • Separate keyboard • Separate mouse | | | | |
| <p>Coronavirus (COVID-19) (CV19)</p> <p>Visitors</p> <p>Someone entering the workplace/offices with CV19</p> | <p>Employees, agency, staff, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | <ol style="list-style-type: none"> 1 Encourage visits via remote virtual meetings and not bringing visitors into the work place 2 Any visitors that have to come into the work place should be informed of the social distancing requirements and told not to come if have any symptoms of COVID-19 to ensure a health check question-set is asked regarding any symptoms of COVID-19, and information given to them before they get to site on the social distancing and COVID-19 management standards in place 3 Limits on numbers of visitors, bringing in more people raises the risk to others/staff groups 4 No unannounced visitors 5 Reception areas altered including not having a shared pen in use or a system of cleaning in between usage 6 No hand shaking and do not share personal items/property | MED | <ul style="list-style-type: none"> • Create etiquette sheet for visitors to read before entering building. | 5 th June | |
| <p>Coronavirus (COVID-19) (CV19)</p> <p>Contractors</p> <p>Someone entering the workplace/offices with CV19</p> | <p>Employees, agency, pupils visitors</p> <p>An employee / visitor enters the work place with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | <ol style="list-style-type: none"> 1 Only necessary contractors to be allowed on site, and approved/authorised by managers 2 Agency staff and contractors to be inducted to the normal health and safety induction processes, including the current COVID-19 risk assessments and social distancing requirement, and promotion of hand cleaning and hygiene 3 Pre-communicated to ensure a health check question-set is asked regarding any symptoms of COVID-19, and information given to them before they get to site on the social distancing and COVID-19 management standards in place 4 Normal risk assessment, method statements review, considering your own COVID-19 risk assessment to review if the works will compromise social distancing for others, such as | MED | | | |

CORPORATE HEALTH & SAFETY SERVICES: **CORPORATE RISK ASSESSMENT – RETURN TO WORK COVID-19 SECURE LBTH**

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| | <p>Causing severe infection/disease</p> | <p>increasing of numbers of people by contractors working in staff areas breaking the social distancing requirements</p> <p>5 Normal management and monitoring of contractor works, wellbeing on site</p> <p>6 Reception areas having clear guidance on social distancing, hygiene requirements for visitors coming in</p> <p>7 Reception and other host staff to be trained on the changes</p> <p>8 Review of entry and exit areas to consider social distancing, space requirements, further opening of reception areas as part of the risk review</p> <p>9 Consideration of changing times of contractor works, out of hours, during less busy times</p> <p>10 Working together with any shared sites, employers, landlords sharing risk assessment, COVID-19 social distancing management, and sharing information concerning visitors that may affect their own risk management and social distancing standards</p> <ul style="list-style-type: none"> • Staff travelling on public transport should wear a face covering – this should not be worn in school and sealed while on school premises. | | | | |
| <p>Coronavirus (COVID-19) (CV19)</p> <p>Face Coverings</p> <p>Someone entering the workplace with CV19</p> | <p>Employees, pupils, agency, visitors</p> <p>An employee /agency staff commuting and using public transport</p> | <p>1 Evidence suggests that wearing a face mask doesn't protect you but may protect others in the event you are infected, to note this is not PPE, it is not a legal workplace requirement</p> <p>2 The risk is managed by minimising workers in work, contact time together, social distancing, increased hygiene and cleaning regime, and not reliant on face coverings</p> <p>3 If staff choose to wear one the following guidance is applicable and should be followed;</p> | <p>MED</p> | <p>Training wk beg: 1/6/20</p> <p>This guidance to be provided to staff on training week beginning 1/6/20</p> | | <p>8/6/20</p> |

CORPORATE HEALTH & SAFETY SERVICES: **CORPORATE RISK ASSESSMENT – RETURN TO WORK COVID-19 SECURE LBTH**

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| | Causing severe infection/disease | <ul style="list-style-type: none"> Washing hands thoroughly with soap and water for 20 seconds or use of hand sanitiser before putting a face covering on and after removing it Avoid touching your face or face covering as you can contaminate them with germs from your hands Change face covering if becomes damp or if you have touched this Continue to wash hands regularly Change and wash face covering daily If not washable dispose of carefully in usual waste Practise social distancing wherever possible You can make your own face covering following guidance on GOV.UK. | | | | |
| <p>Coronavirus (COVID-19) (CV19)</p> <p>Work related travel</p> <p>Being in close proximity of people infected with CV19 and/or increased time spent in this environment</p> | <p>Employees, agency, visitors</p> <p>An employee / agency catches the virus travelling</p> <p>Causing severe infection/disease</p> | <ol style="list-style-type: none"> 1 Minimise non-essential travel, considering and preferring to have remote options 2 Minimise number of staff travelling together in any one vehicle, using fixed partners, increasing ventilation and avoiding sitting face to face 3 Cleaning regime programme for cleaning of own vehicles before use, after use, recording the schedule of cleaning 4 Avoid public transport wherever possible 5 Stagger working times to avoid busier times 6 Follow government advice for face coverings 7 Only complete off site visits if you can safely walk to the location and it is outdoor activities keeping social distancing throughout | MED | | | |
| <p>Coronavirus (COVID-19) (CV19)</p> | <p>Employees, pupils, agency, visitors</p> | <ol style="list-style-type: none"> 1 Providing clear consistent and regular communication to improve understanding for all staff throughout the pandemic 2 Providing early information instruction before any changes to working practices | MED | | | |

CORPORATE HEALTH & SAFETY SERVICES: **CORPORATE RISK ASSESSMENT – RETURN TO WORK COVID-19 SECURE LBTH**

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| <p>Change management /communication/training</p> <p>Someone entering the workplace with CV19</p> | <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing stress and anxiety</p> | <p>3 Keeping all risk assessments/changes in risk updated as government guidance seems to be updating daily, weekly</p> <p>4 Full guidance to staff on changes to work environment and procedures in advance of any physical changes</p> <p>5 Increased staff communication to raise awareness of potential risks; directing staff to Government, NHS, PHE and local Council guidelines and resources:</p> <ul style="list-style-type: none"> ▪ NHS guidance, how to wash your hands video (20 second rule) ▪ NHS advice on CV19; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs ▪ School intranet page; communication on local newsletters ▪ Information posters displayed at key points and throughout premises ▪ Hygiene requirements (handwashing etc.) and practise of social distancing (2 metres) <p>6 Additional consideration is given to those employees who may be deemed to be at increased risk in the planning of work activities</p> <p>7 Advice on risks, symptoms and control measures implemented relevant to the specific service / team</p> <p>8 Employees to adhere to the 2m rule at work sites at all times wherever possible and help train, change behaviour of pupils</p> <p>9 Follow signage of egress and access to premises</p> <p>10 Government/LA guidance on trace and track measures and clear guidance to managers and staff on actions required and support available</p> | | | | |
| <p>Coronavirus (COVID-19) (CV19)</p> | <p>Employees, pupils, agency, visitors</p> | <p>1 Managers to reassure staff that if they can work from home (Staff Shielding) then they continue to work from home, and any future changes will continue to be on a risk based approach</p> | | <p>Assess who might need a stress risk assessment and liaise with staff.</p> | <p>Ongoing</p> | |

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| <p>Stress and anxiety concerning returning to work</p> <p>Someone entering the workplace with CV19</p> | <p>An employee / agency catches COVID-19 or concern of catching virus causing stress and anxiety affecting the body causing illness and sick ness</p> | <p>2 Managers to identify staff with stress or anxiety and complete a follow up stress risk assessment using the CHSS guidance and template</p> <p>3 For staff who have returned into work whether to be communicated with by sharing risk assessments and control measures for covid-19 controls</p> <p>4 Ongoing clear communication between individuals / teams /homeworkers and Managers is clear:</p> <ul style="list-style-type: none"> • Agreed work activities • Scheduled calls / contact time • Access to resources e.g. Employee Assistance Programme (EAP) • Wellbeing and Health on HR website (includes stress risk assessment) <p>5 Individual or team stress risk assessments to be completed following CHSS guidance if significant risks being identified and evidence of work related stress</p> <p>6 Review of pupils that present stress and anxiety due to the covid-19 fears</p> | <p>MED</p> | | | |
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| <p>Overall Residual Risk for Activity (L / M / H):</p> | <p>MEDIUM</p> |
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| Level of Risk | Suggested Action |
|----------------------|---|
| <p>LOW</p> | <p>Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate</p> |
| <p>MEDIUM</p> | <p>Control measures need to be introduced within a specified time period; continue to monitor and review</p> |
| <p>HIGH</p> | <p>Unless control measures can be immediately introduced to reduce the risk so far as is reasonable practicable, the task or activity should be suspended</p> |