



Academic Year 2020/2021 Risk Assessment Form

Issue 3

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| Facility: | Schools overseen by the WLP. | Date: | September 2020 | Completed By: | |
| Risk Assessment: | <p>Returning to school post Covid-19 (Coronavirus) pandemic</p> <p>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</p> <p>This is a generic Risk Assessment for dealing with the current COVID-19 situation in the workplace. It is not likely to cover all scenarios and each member of staff should consider their own unique circumstances.</p> | | | Reference No: | RA-Covid-03 |

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| Keeping up to date with official guidance | | |
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| Lack of up to date information regarding the virus | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> Government advice regularly checked and followed - www.gov.uk Advice also available at www.hse.gov.uk NHS advice regularly checked and followed - www.nhs.uk Information provided to all stakeholders |
| Preventing the spread of Covid-19 (Coronavirus) in the building | | |
| Access points to premises: No restriction of entry and exit points to the premises which reduces the control of persons entering/exiting the building/area | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> Suitable locking/closing mechanisms available on non-emergency exit doors Restricted entry/exit on some external doors (not compromising emergency exits) Updated information provided to all stakeholders on expectation |

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| | | <ul style="list-style-type: none"> • One-way system to be implemented in school wherever possible. • Entry and Exit Doors |
| No restriction on visitor access to public areas increasing potential spread of bacteria/virus | <p style="text-align: center;">Staff Pupils/Students Visitors Contractors</p> | <ul style="list-style-type: none"> • Restricted areas kept locked to prevent unauthorised access and patrolled where necessary • Any appointments/access required by contractors or visitors staggered to prevent crowding – external visitors only to attend school sites in exceptional circumstances. • Ideally, contractors only to attend site for emergencies or statutory work. • On the 21/08/2020, the World Health Organisation (WHO) published a statement about children and face coverings. They now advise that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.” • In areas covered by local lockdown, secondary school pupils and visitors must wear face masks. • Wearing of face masks is also at the discretion of the Head of School in all secondary schools for communal areas of school or when schools believe it is right in their particular circumstances. Primary/Junior School children will not be expected to wear a face mask. • All teachers / colleagues will be issued with face visors. • Examples of where education leaders might decide to recommend the wearing of face coverings, for pupils and staff include:- <ul style="list-style-type: none"> a) communal areas of the education setting where the layout of the school estate makes it particularly difficult to |

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| | | <p>maintain social distancing when staff and pupils are moving around the premises</p> <p>b) where on top of hygiene measures and the system of controls recommended in the opening guidance to schools permitting the use of face coverings for staff, pupils or other visitors would provide additional confidence to parents to support a full return of children to school or college</p> <ul style="list-style-type: none"> • Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. • In classrooms it is recommended that the use of face masks is avoided as they can have a negative impact on teaching and learning. • Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, education settings should take steps to have a small contingency supply available to meet such needs. • Some individuals are exempt from wearing face coverings. For example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in education settings, and we |

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| <p>Door mechanisms: Contact points on doors / revolving doors creating increased risk of bacteria/virus contamination</p> | <p>Staff Pupils/Students Visitors Contractors</p> | <p>would expect teachers and other staff to be sensitive to those needs.</p> <ul style="list-style-type: none"> • Daily Robust cleaning regime in place • Deep Clean by external company when required • 24hr Hand sanitation provided on entry/exit • Individual staff hand sanitation bottles provided • Hand washing signage in place (NHS signs) • Increased cleaning regime in place in accordance with Government guidelines. • Regular stock checks to ensure cleaning / sanitising products are always fully available. • Cleaning team briefed regarding COVID-19, use of PPE and increased awareness of Infection Control. • Everyone to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. |
| <p>Lack of hand washing facilities leading to increased risk of spread of bacteria/virus</p> | <p>Staff Pupils/Students Visitors Contractors</p> | <ul style="list-style-type: none"> • Hand sanitation points provided at entry and exit points and additional points in school • Hand soap dispensers kept refilled and checked daily • Paper towels provided, checked at least twice a day • Hot water system maintained to provide constant supply • Hand washing signage in place • Additional daily monitoring in place • Regular, staggered washing times introduced into day for all staff/pupils |

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| Lack of toilet paper increasing risk of unhygienic hand sanitation | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • Sufficient planning with consumables suppliers in place • Hot water and hand soap available at all times. • Additional daily monitoring in place |
| Incorrect social distancing | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • Government guidance on social distancing followed • https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020 • Additional information is now available as below • 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 • New guidance issued on full opening of schools below https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Schools open but access points limited and no cross over between visitors and children • Assessment on social distancing and actions carried out to reduce as far as is practicable e.g. floor markers, table spacing (classrooms), staggered classroom timetable, training on social distancing, reduced toilet cubicles (is additional toileting required), reduced bus seating/transport. • On all forms of public transport, all children |

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| | | <ul style="list-style-type: none"> Note new guidance issued for transport operators as below. COVID-19: safer transport guidance for operators <p>In accordance with advice from PHE, from the autumn term, the government recommend that local authorities advise children and young people aged 11 and over to wear a face covering when travelling on dedicated transport. This does not apply to people who are exempt from wearing a face covering on public transport. More information on this can be found at the safer travel guidance for passengers.</p> <p>Until the start of the autumn term, children and young people have not been expected to wear face coverings on dedicated transport, although they have been able to if they wish. We are adopting this new position in light of all children returning to education full-time. As well as the fact that it will not always be possible to apply the same social distancing measures as apply on public transport.</p> <ul style="list-style-type: none"> staggered meal times, staggered leaving times, analysis of site to ensure clear flow of human traffic in line with Government guidance (corridors etc) circular routes i.e. one-way systems, meetings, visits, contractors. Placing Perspex screens on reception and in other areas around school, contactless payment (wherever possible) Moving/removing/taping off furniture to ensure correct social distancing of 2 metres Pupils/Students to bring in packed lunches or have limited meal choice. |

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| | | <ul style="list-style-type: none"> • Use of drinks/water machines (cleaning) (if applicable) • Use of lifts (1 person at any time) (if applicable) • Annual completion of fire drills – desk top exercises to be used until further guidance. • Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks, with agreement. • Social Distancing also to be adhered to in canteen and any social area(s). • Social Distancing - Reducing the number of persons in any work area to comply with the 2 metre (6.5 foot) gap recommended by the Public Health Agency • Classrooms to have a maximum of 30 pupils if social distancing allows with all pupils facing forward or in the same direction. • Small groups of pupils to stay together wherever possible throughout the day for teaching, lunchtimes, toileting, social distancing, arriving and leaving school. |
| Lack of knowledge and guidance from the Government in the Education sector | Staff Students Customers Contractors | <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • Additional information now available as below • 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 |

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| | | <ul style="list-style-type: none"> • New guidance issued on full opening of schools below https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Plan entrance and exit routes, use more exits including fire exits. • Plan flow of traffic • Reduce class sizes to ensure the 2-metre rule is adhered to with a maximum of 30 pupils in a class with all pupils facing forward or in the same direction. • Manage access to toilet facilities • Organise classrooms and other learning environments such as workshops and science labs, maintaining space between seats and desks where possible. • Refresh the timetable in line with government guidance in the link above. • Where settings can keep young people in those small groups 2 metres away from each other, they should do so. While in general, • groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk. • Daily reminders to staff/pupils/students on arrival at school as part of the daily routine. |
| Handling staff/pupils/visitors presenting symptoms whilst in the facility | | |
| Staff or pupil continuing to be on school site if feeling unwell | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • Staff and pupils must self-isolate if they feel unwell and have Covid 19 symptoms. New continuous cough, high temperature, loss or change in sense of taste or smell etc. • Government guidance followed • Follow protocol for staff or pupil displaying symptoms |

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| Visitors entering the premises with flu-like symptoms | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • Should be tactfully asked and where necessary refused entry and directed to self-isolate and call/email NHS 111 • Government guidance followed • See note above |
| Lack of Risk communication, Changing levels of Coronavirus | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • Tell young people, parents, carers or any visitors, such as suppliers, not to enter the education setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times) • Senior team to co-ordinate monitoring government and other advice and guidance. • Different communication tools and technologies are utilised to enable risk communication messages to reach a variety of audiences – website, email/letter, staff bulletin. • Schools to notify Public Health England authorities about COVID-19 cases • RIDDOR reporting in place. • Regular contact with line manager • For schools to respond to changing levels of coronavirus cases, there will be a four-stage set of responses - which will all prioritise keeping primary school pupils in school full-time. • The default setting will be Tier 1, where all pupils will attend full-time. |

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| | | <ul style="list-style-type: none"> • If local public health and education officials decide levels of infection are too high, schools could move to a Tier 2 response, in which secondary pupils would go on to a part-time rota. They would be in school for two weeks and then study online at home for two weeks. • The guidance says schools would only be affected in this way after "all other measures have been exhausted" - but it says this would help to break the chain of Covid-19 transmission. • A more severe response would be Tier 3, in which most secondary pupils would study from home, and then Tier 4, in which all types of school would switch to studying from home, except for the children of key workers and vulnerable children. |
| High risk employees /pupils or students (as defined by government, including pregnant, those with underlying health issues, employees over the age of 70 years) | | |
| Those employees/Pupils/Students who are at higher risk from contracting Covid-19 - Shielding | Staff Pupils/Students | <ul style="list-style-type: none"> • Government guidance followed – shielding • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • Additional information now available as below • 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 |

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| | | <ul style="list-style-type: none"> • New guidance issued on full opening of schools below https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Home working arranged as appropriate • Social distancing encouraged • Staff/Pupils/Students who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these persons to be attending schools in the Trust, and they should continue to be supported at home as much as possible. • Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. • 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 have been advised to take extra care in observing social distancing and should work from home where possible. |

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| | | <ul style="list-style-type: none"> If a child, young person 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 stringent social distancing can be adhered to. This may not be possible for older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home. |
| Staff Behaviour | | |
| Staff in workplace increasing risk of community transmission | Staff | <ul style="list-style-type: none"> Government advice followed: https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-110520.pdf Staff practice 'social distancing' in line with Government guidelines i.e. setting up the workspace to reduce working opposite each other. Some staff (support/teachers) to continue to work from home DSE risk assessments completed for those who continued to work from home GDPR good practice reminder to be sent to all staff with any breaches reported and advice taken from the Trust. |
| Travel for business purposes | Staff | <ul style="list-style-type: none"> Travel restricted to essential only and social distancing guidelines followed. Video conferencing used for meetings where possible, contact with suppliers and where necessary visitors. |

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| Handshaking or other greeting increasing risk of transferring bacteria/virus | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • Handshaking and general close personal greetings are discouraged • Hand washing protocols and hygiene facilities in place |
| Poor workspace hygiene leading to increased risk of transferring bacteria/virus | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • Information posters, advisory notices and staff training in good hygiene practice and techniques in line with government guidance • Alcohol wipes available for wiping down work surfaces and equipment – daily • For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared • Hand sanitiser available – daily • Additional hand sanitisers have been provided • Daily robust cleaning schedule in place which is monitored • Deep clean of premises (if someone has symptoms) by external company • Catering staff handling and serving food/drinks to wear protective gloves at all times |
| First Aid | | |
| Withdrawal of first aid to a person in need could put their life at risk | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • First aid trained personnel available, where practicable during all opening hours • Preservation of life a priority • Strict hygiene protocols in place to try and reduce transmission and adhered to levels of PPE to be employed in different situations (e.g. face mask, disposable gloves, eye protection) • If you hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification training |

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| | | <p>because of coronavirus you may qualify for a 3-month extension. This applies to: First Aid at Work (FAW) Emergency First Aid at Work (EFAW)</p> <ul style="list-style-type: none"> • New Resuscitation Council guidance followed on carrying out CPR: Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth, Place cloth/towel over the victim's mouth and nose, Do not carry out rescue breaths – chest compressions only, If the rescuer has access to personal protective equipment (PPE) (e.g. face mask, disposable gloves, eye protection), these should be worn. |
| First Aid / Cardiopulmonary Resuscitation (CPR) training | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • Staff displaying flu-like symptoms excluded from First Aid training • Only compressions practiced during ongoing training • Compressions and rescue breaths demonstrated during a qualification course • If rescue breaths carried out, then: <ul style="list-style-type: none"> ○ Lungs/airways to be replaced and disposed of safely ○ Face and mouth of mannequin wiped with disinfectant wipes in between each use, and disposed of safely • Mannequin face thoroughly washed with disinfectant at the end of training session |
| No safe area to provide first aid with someone showing symptoms and becoming unwell | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough, a high temperature or loss or change in sense of taste or smell, they must be sent home and advised to follow the |

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| | | <p>COVID-19: guidance for households with possible coronavirus infection guidance.</p> <ul style="list-style-type: none"> • Allocated room to be used for isolation until the pupil/student can be collected which (wherever possible) has separate toilet facilities, windows should be opened for ventilation • Allocated room to be deep cleaned after each use • Toilet should be cleaned and disinfected using standard cleaning products after use. • PPE should be worn by ALL staff caring for the person while they await collection. • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • Additional information now available as below • 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 • New guidance issued on full opening of schools below https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • |

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| Cleaning and Waste | | |
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| Reduced levels of cleaning staff available increasing risk of being unable to provide adequate cleaning services | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • Restriction of areas available to staff/public to reduce facilities to be cleaned • Increased cleaning regime in place in accordance with Government guidelines. • Weekly stock checks to ensure cleaning / sanitising products are fully available at all times. • Cleaning team briefed regarding COVID-19, use of PPE and increased awareness of Infection Control. • Business continuity plan and Emergency contingency plan in place |
| Untrained staff using cleaning substances and equipment | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • COSHH assessments for all substances in place • Work instructions for tasks in place • Only staff trained in safe methods and use of substances carry out cleaning tasks, including mechanical cleaning equipment |
| Poor cleaning practice increasing risk of bacterial/viral contamination | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • Robust general cleaning schedule in place • Cleaning tasks monitored by supervisor/SLT • Additional cleaning programmed for high touch points – including light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, lockers etc. • Deep clean of premises carried out • Government guidelines followed https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings |
| Inappropriate disposal of waste, in particular used tissues increasing risk of contamination | Staff Pupils/Students Visitors | <ul style="list-style-type: none"> • Work instructions in place on disposal of waste in line with government guidance in above link |

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| | Contractors | <ul style="list-style-type: none"> • Personal protective equipment available, including gloves, aprons, face masks • Waste, including PPE and face coverings should not be put in a recycling bin or dropped as litter. Extra bins should be provided for staff and parents / pupils to throw away face coverings and PPE. This waste should be placed in plastic rubbish bags and tied, then placed immediately in the normal secured waste disposal receptacle |
| Handling post or packages | | |
| Handling post, packages or food | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • Work instructions in place • Personal protective equipment provided for handling items if required • Biohazard protocol for acceptance of post/packages/food e.g. dirty zone defined at specific acceptance points with bleach sprays/soapy water utilised to spray/wash packaging. Post held in quarantine for 24 hours prior to opening. Hands to be washed if items are handled. • Government guidelines followed https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19 |
| Business Continuity | | |
| Trust Leadership/Trust Board/Governance | | <ul style="list-style-type: none"> • Trust/Governance matters/meetings will be dealt with by remote Zoom meetings as agreed at Trust and LGB until the threat of C19 is averted. Governing meetings/visits onsite will be cancelled until further notice. • Trust Leaders (Heads & Central Team) will meet via Zoom/Teams once a week as a minimum via Zoom until COVID-19 is averted. |

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| Covid-19 infected person having been or suspected to have been in the premises, or insufficient staff to safely open to the public | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • Deep clean and sanitisation of facility. Government advice followed. • Emergency contingency plan in place and communicated to all users • Minimum staffing levels identified to safely operate. Buildings closed if such numbers are not available • Flexible emergency roster introduced to maintain a level of service |
| Contracted cleaning provision interrupted or discontinued | Staff Visitors Contractors | <ul style="list-style-type: none"> • Emergency contingency plan in place • Staff trained in cleaning tasks • Buildings closed if this cannot be achieved |
| Managing air flow and ventilation | Staff Pupils/Students Visitors Contractors | <ul style="list-style-type: none"> • Continue to use most types of air conditioning system as normal to ensure a good supply of fresh air • However, if you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you TURN OFF recirculation and use a fresh air supply. • Toilet blocks. If windows are the only means of ventilating the toilet block, then they should be left open as long as reasonably possible and windows in adjoining rooms should also be open. • However, in toilet blocks with mechanical extract ventilation, the extract ventilation should remain constantly on and windows in the toilet block should remain closed. A notice may need to be displayed on the toilet doors / walls to explain this and discourage opening of windows. • Read guidance on air conditioning and ventilation during the coronavirus outbreak on HSE website. |

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| Covid-19 confirmed infected person having been or suspected to have been in the premises, or insufficient staff to safely open to the public | <p>Staff Pupils/Students Visitors Contractors</p> | <ul style="list-style-type: none"> Contact the local health protection team who will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious and ensure they are asked to self-isolate. PHE health protection team Deep clean and sanitisation of facility. Government advice followed. Emergency contingency plan in place and communicated to all users Minimum staffing levels identified to safely operate. Buildings closed if such numbers are not available Flexible emergency roster introduced to maintain a level of service |

| | Name | Signature | Date |
|----------------------|---------------------|-----------|------------|
| Review Conducted by: | Philip Westmoreland | PW | 18/08/2020 |
| Review Conducted by: | Philip Westmoreland | PW | 27/08/2020 |

This document should be reviewed again by 09/09/2020 or after any major changes in government guidance.