



## OPERATING DURING CORONAVIRUS RISK ASSESSMENT ARDEN MULTI ACADEMY TRUST - ALL SCHOOLS

<b>Risk Assessment of</b> operating during coronavirus pandemic.		<b>Date of Assessment</b> June 2020  <b>Name of Assessor</b> Ian Dunsford (Southalls) and Alex Smith (Arden MAT)  <b>NB: These control measures are in addition to site risk assessments which are held on Safety Cloud and remain applicable for other hazards.</b>
<b>Who Might be Affected?</b> Staff, students and visitors		
This risk assessment details the overarching control measures that the Trust, Professional Associations, Headteacher/Associate Headteacher, Trustees/Governors (and for Park Hall <b>only</b> - BAM) have put in place to ensure that we are COVID-secure (including having staff work at home where possible, social distancing, personal hygiene, etc.) Details on the steps that will be taken to ensure these control measures can be implemented are found in <i>AMAT - Re-Opening Schools – Covid-19 Pandemic Risk Assessment Planning - Safe Systems of Work V4</i> . This SSoW is available to the persons mentioned above and facilities management. The SSoW will further help to ensure that all schools are COVID-secure.		
What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
<b>Coronavirus (Covid-19)</b>	Most people are at risk from infection (staff, children, visitors, etc.). The implications of COVID-19 infection are higher for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however,	<b>Government Advice:</b> <ul style="list-style-type: none"> <li>Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice (<a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a>).</li> <li>All unnecessary travel should be avoided. Increase the use of telephone calls and web conferencing, etc.</li> <li>All employees are encouraged to work from home unless it is impossible for them to do so.</li> <li>Employees are encouraged to not turn up and finish work at the same time to prevent congregations and avoid public transport on route to work where</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures
	<p>can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.</p>	<p>possible. A more flexible approach to time and attendance within the school can be taken to facilitate this.</p> <ul style="list-style-type: none"> <li>• All meetings on site will be observing 2m social distancing rules where possible or conducted remotely.</li> <li>• All non-essential appointments on site have been postponed and necessary appointments will be evaluated taking into account current guidance as they occur.</li> <li>• All staff have been issued with guidance on social distancing and have completed an e-learning title in relation to infection control and the importance of social distancing.</li> <li>• All staff training that requires congregations (e.g. role play, conflict management, etc.) and group exercises have been suspended within the school.</li> <li>• Poster material related to social distancing has been applied throughout the school and employees are reminded every morning and during their work day of the importance of social distancing.</li> </ul> <p><b>Self-Isolation:</b></p> <ul style="list-style-type: none"> <li>• The school is following government guidance on self-isolation. In the event of any staff member exhibiting symptoms they must self-isolate. Guidance on time scales changes. The latest advice is here:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>• The school will make efforts to survey all returning employees to determine if they are self-isolating based on them being classified as a clinically vulnerable group or likelihood of being in a clinically vulnerable group via a health surveillance questionnaire or copy of a letter from the Government. Employees defined as being within a clinically vulnerable group or shielding – should strongly be advised (and supported if possible) to stay at home and work from there.</li> <li>• Any clinically vulnerable (i.e. those at “moderate risk”) will have an individual risk assessment carried out if they cannot work from home.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures
		<ul style="list-style-type: none"> <li>• The school will ensure employees self-isolating are made aware of the importance of social distancing in line with current government guidelines.</li> <li>• Where staffing levels may be reduced due to absences within the school the manager on site will undertake an assessment of the necessary controls to operate the school with a reduced capacity.</li> <li>• Staff, or pupils, who become symptomatic, whilst on site, will be isolated.</li> <li>• Collection of sick students by parent, and ill staff members will be sent home immediately. To self-isolate for 7 days or 14 if confirmed.</li> <li>• School will undertake deep cleaning in the event of any person confirmed with Coronavirus who has been on site.</li> </ul> <p><b>Personal Hygiene</b></p> <ul style="list-style-type: none"> <li>• Staff have been advised by management regarding common control measures which include sneezing into a tissue or elbow and not just into the hand, followed by immediate disposal of tissue and frequent hand washing or sanitise.</li> <li>• All members of staff have been informed to follow the Government's guidance on handwashing and ensure hands are washed on a regular basis.</li> <li>• All students and staff should wash their hands on arrival at the school where possible.</li> <li>• Good hand-washing practices will be encouraged at the start of each day.</li> <li>• Students and staff are instructed to clean their hands before eating.</li> <li>• Hand sanitiser will be available for use in all usable locations on site.</li> </ul> <p><b>Travel to Site</b></p> <ul style="list-style-type: none"> <li>• Wherever possible workers should travel to site alone using their own transport. Where this is not possible and public transport is used, social distance guidelines should be followed.</li> <li>• Communication will be made with parents and carers, encouraging young people and children to walk or cycle to school.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures
		<p><b>Social Distancing when working within the School</b></p> <ul style="list-style-type: none"> <li>• Senior Leadership Teams to ensure social distancing can be practiced and that adequate welfare facilities are available on sites.</li> <li>• Some support staff will work from home on a rota-basis.</li> <li>• Timetables will be planned and refreshed, where possible: <ul style="list-style-type: none"> <li>o classroom activities will take place outdoors.</li> <li>o timetables will be varied to reduce movement around the building.</li> <li>o learning activities will be chosen that best promote social distancing.</li> </ul> </li> <li>• Registration: the school will record the number of students and staff in school each day.</li> <li>• Class sizes may be reduced to allow adequate spacing of students and teaching staff. This may require revision of teacher numbers.</li> <li>• Students will be in school on reduced timetables.</li> <li>• Where there are teacher shortages, teaching assistants may lead small groups under the direction of a teacher.</li> <li>• Non-essential physical work that requires close contact between members of staff will not be carried out e.g. manual handling of large objects.</li> <li>• Work will be planned to minimise contact between staff members.</li> <li>• Reusable Personal Protective Equipment (PPE) will be thoroughly cleaned after use and not shared between staff members.</li> <li>• Single use PPE will be disposed of so that it cannot be reused.</li> <li>• Stairs will be used in designated one way systems and sign posted as such, where practical dual use staircases will be avoided or a staggered operation of the stairs will take place, i.e. classes vacating from upstairs will be released 2 minutes before the lesson change bell.</li> <li>• Staff members are informed to clean and disinfect their equipment at the beginning and end of each day/at beginning and end of each teaching session.</li> <li>• Encourage social distancing (2m apart) in canteen and other staff welfare areas. Limit the amount of staff allowed into these areas.</li> <li>• Crowding of toilets will be discouraged, and consideration given to use of these during lessons as well as at breaks to stagger use.</li> <li>• Assemblies will not take place.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures
		<ul style="list-style-type: none"> <li>• Break and lunchtime provision will be reviewed to ensure that all students and staff can sit further apart, and can also follow social distancing guidelines when queuing.</li> <li>• If operating break or lunch it will be staggered if there is a need to reduce numbers within corridors, lunch halls and dining areas.</li> <li>• Students to enter dining areas in groups that they are already in, and these groups are to be kept apart as much as possible within the dining hall.</li> <li>• Outside space will be used for exercise and breaks where possible.</li> <li>• Staff members are asked to bring pre-prepared meals and use refillable drinking bottles from home each day.</li> <li>• Discourage staff from using other workers' phones, work tools and equipment, cups and drinking/eating vessels when possible. If necessary, clean and disinfect them before and after use.</li> <li>• Avoid physically greeting others for example by shaking hands and nudging elbows. A simple 'good morning' or 'good afternoon' will suffice and will also adhere to the 2-metre clear social distancing measures.</li> <li>• Windows (on restrictors) will be opened where possible to provide natural ventilation in learning environments.</li> <li>• Separation within corridors will be promoted, where possible, by the use of floor markers or dividers.</li> <li>• Instruments and equipment will not be shared, where possible.</li> <li>• Group sizes will be at the AMAT agreed size of 6 per class unless approved by CEO/Executive Headteacher after consultation with Headteacher/Associate Headteacher.</li> <li>• Desks will be spaced further apart to promote separation; sitting positions to be placed 2m apart. Space will be maintained between seats and desks in science labs, workshops and classrooms where possible.</li> <li>• Remote education will be used in preference to face to face support.</li> <li>• Polycarbonate screens will be used, in offices, where social distancing cannot be maintained.</li> <li>• Schools will be providing a limited food offering (for key workers' children and vulnerable children).</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures
		<ul style="list-style-type: none"> <li>• Key worker and vulnerable children are to be kept separate from the year 10s coming in school. They will continue to access food as normal.</li> </ul> <p><b>Cleaning and Disinfection:</b></p> <ul style="list-style-type: none"> <li>• Equipment should be cleaned and disinfected regularly.</li> <li>• Equipment such as pens and pencils should not be shared between students/pupils.</li> <li>• Lidded pedal bins are provided for classrooms and multi-occupancy locations. Single occupancy areas will continue to use open-top bins. These have bin liners/bags are to be tied off at the top, these will be provided in offices and learning spaces to allow immediate disposal of tissues, and these will be collected daily and double bagged for general waste disposal.</li> <li>• Increased cleaning and disinfection of frequently handled or touched surfaces within classrooms, teaching areas, common rooms, entrances, and dining halls.</li> <li>• Tables are to be cleaned between lunch and break sessions.</li> <li>• Outdoor play equipment will not be used.</li> <li>• Shared materials and surfaces will be cleaned and disinfected more frequently.</li> </ul> <p><b>Training.</b></p> <ul style="list-style-type: none"> <li>• Safety Cloud use of Infection Prevention and Control for School Employees or Managers will be completed by all (30 min's learning and test).</li> </ul> <p><b>Off School Meetings</b></p> <ul style="list-style-type: none"> <li>• Unnecessary travel to other schools will be avoided and where possible meetings will be held via telephone calls/web conferences.</li> <li>• Only if absolutely necessary participants should attend in person.</li> <li>• Attendees should be two metres apart from each other.</li> <li>• Rooms should be well ventilated/windows opened to allow fresh air circulation.</li> <li>• Consider holding meetings in open areas where possible.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures
		<p><b>Parent/Carer Communication</b></p> <ul style="list-style-type: none"> <li>• Communications will be sent to parents and carers to let them know of the control measures that are in place; advice will be given on temporary collection and drop off procedures at the school; gatherings of parents and carers at the school gates will be discouraged. One parent only attends the site to collect or drop off younger children.</li> <li>• Collection and drop off times will be staggered if required.</li> <li>• Children, parents, carers or visitors (such as suppliers) should not enter the school if they are displaying any symptoms of COVID-19.</li> </ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• A first aid needs assessment will be undertaken to determine the specific needs of the school during this period of reduced hours and reduced staff.</li> <li>• A 3-months extension for first aid certificates which expire on or after the 16th March 2020 can be used when re-training cannot be accessed.</li> <li>• Wherever possible when giving first aid, 2m distance will be maintained.</li> <li>• In the unlikely event of cardiac arrest, rescue breaths will not be performed:  <a href="https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/">https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/</a> <ul style="list-style-type: none"> <li>o Do not place your face close to the casualty to hear for breathing. Only watch the chest.</li> <li>o If possible, lay a towel or similar over the nose and mouth.</li> <li>o Ensure that CPR is performed using chest compressions and if possible an defibrillator if available and trained to do so.</li> <li>o Ensure that there is enough PPE for first aiders to utilise including gloves and disposable aprons, as required. Masks can be worn if deemed necessary by the first aider.</li> </ul> </li> <li>• When dealing with first aid incidents, always be aware of the risks to yourself and others.</li> <li>• Wear gloves or cover hands when dealing with injured persons, particularly those with open wounds.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures
		<ul style="list-style-type: none"> <li>• Disposable PPE is stored in a first aid location for first aiders. Instructed to wear PPE before visiting individuals.</li> <li>• Disposable PPE consists of gloves, aprons, masks.</li> <li>• Face shields will be available for the first aiders too, these are to be sanitised after use and labelled for the individual using them.</li> <li>• Cover cuts or grazes on your hands or arms with a waterproof dressing</li> <li>• Always dispose of all medical waste safely in a double bagged method.</li> <li>• All first aid related waste will be quarantined for at least 72 hours before collection.</li> </ul> <p><b>Fire Safety</b></p> <ul style="list-style-type: none"> <li>• Interim measures addressing fire safety management will be of a temporary nature in response to the current Covid-19 situation. Once business as usual commences the fire safety measures should again be reviewed, and normal procedures implemented, if deemed appropriate or revise them to ensure they are suitable and sufficient for the establishment.</li> <li>• Fire Marshall provision will be reviewed. If additional Fire Marshals are required, newly appointed Fire Marshals will be asked to undertake the e-learning on Safety Cloud.</li> <li>• Hand sanitiser will be provided on the main entrance doors externally. Employees and students are encouraged to use hand sanitiser when re-entering the building.</li> <li>• Social distancing will be maintained at the assembly point – this will be led by the fire marshals and all staff have been informed about maintaining social distancing in the workplace.</li> <li>• Usual in house testing of the fire alarm/emergency lighting will continue.</li> <li>• Planned 6 monthly fire drills will be postponed until more Government guidance is given on the COVID-19 situation. All staff will be advised on any changes to fire evacuation procedures.</li> </ul>



What are the Hazards?	How could people be Harmed?	Control Measures
		<ul style="list-style-type: none"> <li>• Fire doors may be propped open in order to facilitate teaching and learning but will be closed after such use. Door handles and touch points will be cleaned on a daily basis as per government guidance.</li> </ul> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• Face shields are available, one per employee, optional use.</li> <li>• Face masks are available, 1 per day.</li> <li>• Wearing of gloves throughout the day is not recommended as hand washing/sanitising is a greater control method.</li> </ul> <p><b>Homeworking</b></p> <ul style="list-style-type: none"> <li>• All PC users classed as habitual can complete a Display Screen Equipment Assessment whilst at their office/school workstation outlining the principles of good workstation set-up.</li> <li>• All staff can access DSE assessment via Safety Cloud if required.</li> <li>• Advice regarding DSE use has been given including. <ul style="list-style-type: none"> <li>o Taking frequent breaks</li> <li>o Getting comfortable is important.</li> <li>o Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen.</li> <li>o Make sure there is enough work space to accommodate all documents or other equipment.</li> <li>o Arrange the desk and screen to avoid glare, or bright reflections. Adjust curtains or blinds to prevent intrusive light.</li> <li>o Make sure there is space under the desk to move legs.</li> <li>o Avoid excess pressure from the edge of seats on the backs of legs and knees.</li> </ul> </li> </ul> <p><b>Buildings</b></p> <ul style="list-style-type: none"> <li>• All classrooms will have bulk fill hand sanitiser dispensers mounted inside near the door and labelled accordingly.</li> <li>• All offices will have localised hand sanitiser/pump bottles in the room, or smaller</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures
		<p>bottles given to individuals where traveling around the school is part of their job.</p> <ul style="list-style-type: none"> <li>• Sanitising dispensers/containers or bottles will be topped up via site teams/or alternative method (depending on school arrangements).</li> <li>• Facial tissues/paper towels for students and staff are provided for use to minimise movement before placing them in the bins.</li> <li>• The use of staff room facilities are primarily for making beverages or heating of foods and staff are to be instructed to return to their rooms to consume where viable.</li> <li>• Staff rooms' furniture will be stacked or removed.</li> <li>• Lidded containers will be instructed for food use also lidded drinks should be used to prevent spillages, especially hot drinks.</li> <li>• Shared kettles should be removed from use and urns used instead. Kettles which are in single use locations eg. associate heads office may continue to be used by the sole user.</li> <li>• Paper towels should be used to operate urn lever to reduce spread.</li> <li>• Group sizes will be at the AMAT agreed size of 6 per class unless approved by CEO/Executive Headteacher after consultation with Headteacher/Associate Headteacher.</li> <li>• An isolation area will be designated within each school which has an external door for ease of collection of individuals. The closest toilet, to the isolation room, is to be used for these individuals and cleaning will follow straight behind. Out of order notice will be displayed for duration between user and cleaning.</li> <li>• Offices/meeting rooms where social distancing cannot be applied will be temporarily relocated into vacant classrooms and labelled as such on the doors.</li> <li>• Hazard tape is to be placed at 2m distances on all corridor floors/walls.</li> <li>• One-way routes have been set up in schools and appropriate directional signage is displayed.</li> <li>• Windows in rooms are to be open while in use for ventilation, Heating to be turned on if the room's temperature is low.</li> <li>• Signage with instructions for handwashing, sanitising, social distancing will be placed across the site throughout.</li> </ul>

What are the Hazards?	How could people be Harmed?	Control Measures
		<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• All cleaners have been trained around infection control and COVID-19.</li> <li>• Thorough touchpoint and surface cleaning to be done throughout, and up to 4-times, per day.</li> <li>• A register of who has been in school, and where they have been, is being maintained for thorough evening cleaning.</li> <li>• Waste bins from internal spaces, classrooms and offices will have individual clear liners, those bags are to be tied individually, then placed in a black sack and tied. All waste to be disposed of in the normal methods except suspected cases.</li> <li>• Suspected cases of illness, waste will be double bagged in its own black sack, tied off. This waste will be placed in a secure holding and stored secured from all persons for at least 72 hours before being disposed of in the normal methods. Black bags are to be date labelled as to not dispose of before the 72 hour window of control.</li> </ul>

**Please contact Ian Dunsford at Southalls in the event any of the controls within this risk assessment require updating or changing so amendments can be recorded.**