



Covid-19 Premises Specific Risk Assessment



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CVEA Covid-19 Risk Assessment – Premises Specific

Work Activity/ Hazard:	Covid -19 Premises Specific Risk Assessment	Property	Castle View Enterprise Academy	Section:	Education
Date of Assessment:	May 2020	Date to be Reviewed:			

Likelihood 1 – Very Unlikely 2 – Unlikely 3 – Fairly Likely 4 – Likely 5 – Very Likely	Severity 1 – Insignificant 2 – Minor 3 – Moderate 4 – Major 5 – Catastrophic
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LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	SEVERITY					

1 – 2	No Action
3 – 6	Monitor
8 – 12	Action
15 – 16	Urgent Action
20 – 25	Stop

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					L x S				L x S
Spread of COVID 19	Employees, contractors, visitors.	Follow current government and HR advice on who can return to work and who should remain at home.	1	5	5	Staff questionnaire/audit sent out to determine appropriate and safe working numbers	1	5	5
Management	Contracting Coronavirus	Leadership should familiarise themselves with the <u>COVID-19 Code of Practice</u>				Thorough and concise plan of management of operations consulted with staff, students, parents trade unions			

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		Managers to ensure that they have a task-based risk assessment developed and cascaded through to their staff.				Dynamic task based RA cascaded to all employees and signed for to signal agreement RA and plan to be constantly monitored and reviewed by leadership All current			
Main Entrances	Employees, contractors, Students. Contracting Coronavirus	Separate entry and exit doors to segregate Key workers children from Year 10 Year 10 in English base to use Yr 7 entrance Key workers to use Main entrance Automatic where appropriate Non fire doors to be kept open where appropriate to minimise volume of touching handles. Signage and floor markings to assist in social distancing	1	5	5	Year 10 to use Year 7 entrance only different coloured Lines from gates leading them to this area Key workers/SEND/Vulnerable to use main entrance only Different coloured lines from gates leading to this area Signs up to explain line system Hand washing facilities and/or sanitising PPE available at main entrance for staff	1	5	5

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Visitors to premises: Including Contractors and Parents	Employees, contractors, visitors. Contracting Coronavirus	Restricted visitors at academy only essential visits allowed No parents allowed in Academy unless agreed with Principal Signage at gates and on main doors For all visits to the premises the following must be considered: Are there methods of working that can: <ul style="list-style-type: none"> ➤ Eliminate the need for the visit? (Use of technology to carry out appointments) ➤ Reduce the number of employees the visitor could potentially encounter (Out of hours working, school holidays, evenings weekends). ➤ Reduce the amount of time within our premises ➤ Limit the numbers of visitors 	1	5	5	No adults other than staff and vital contractors or visitors Deliveries signposted to Sports Centre and Kitchen Main Entrance Gates designated deliveries and contractors only No Parents unless expressly agreed by principal and all other options exhausted Contractors to be let in via the sports centre and agreed with Facilities Manager	1	5	5

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		<p>Signage to ask visitors with symptoms not to enter the premises, and to remind both staff and visitors to always keep 2 metres from other people, wherever possible.</p> <p>2M floor tape in reception to remind visitors of the 2m rule</p> <p>Staff advised to keep 2 metres apart as much as possible.</p> <p>Chairs in reception changed to hard surface chairs to allow for more frequent and effective cleaning</p> <p>Information sent to contractors /visitors prior to their visit (where possible) on the expectations of CVEA/CVCFCF in relation to Covid-19.</p> <p>E.G. Do not enter our premises if you are showing any signs or symptoms of COVID-19</p> <p>Visitors must wash their hands upon entering our premises.</p>				<p>Signage Created and viewable in all areas</p> <p>Tape on floors where students access and egress</p>			

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		Visitors must continue adhering to the 2m rule				Staff to escort authorised visitors to Student services toilets to wash hands Contractor/visitor crib sheets to be created			
Lifts	Employees, contractors, visitors, Students Contracting Coronavirus	Lift to be operational only where necessary Reduced maximum occupancy to one person. Clear notice at each call point to identify maximum occupancy on each floor. Staff advised to use the backside of a pen or other item when using the lift call button. Where lifts are operational the button should form part of additional cleaning regimes. Cleaning kit to be left in lift for staff use only	1	5	5	Signage Created and viewable in all areas Lifts deemed out of use as first floor not in use If absolutely necessary only one user at a time, minimal touching when used and lift to be cleaned thoroughly afterwards			
Staircases	Employees, contractors, visitors.	No one is to access the first floor unless expressly authorised with the principal	1	5	5	All Stair cases "taped off" to prevent access to first floor			

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	Contracting Coronavirus	<p>One-way systems where possible.</p> <p>Increased regular cleaning of hand rails</p> <p>All staff briefed to ensure that they are aware of these controls.</p>				<p>Only staff authorised by principal to access first floor</p> <p>Hand rails and banisters to be regularly cleaned throughout day if it is deemed necessary to use stairs</p>			
Corridors	<p>Employees, contractors, Students, visitors.</p> <p>Contracting Coronavirus</p>	<p>Staff reminded to use access passes for opening door release where possible.</p> <p>One-way systems where possible.</p> <p>Vision screens in door kept clear at all times</p> <p>Floor markings to be used to keep 2m apart</p> <p>Doors should not be wedged open where they are fire doors or security doors unless there is a doorgard or mag lock fitted and checked monthly. Those doors that are not there from a fire or security aspect can be wedged open. However, these doors are clearly identified with fire door signs to help staff</p>	1	5	5	<p>Floors all marked at 2m intervals</p> <p>Only Key Worker/SEND/Vulnerable children to be using corridor at specific times i.e. entry/exit</p> <p>All non-hard surfaces removed/covered with laminate to ensure sanitation</p> <p>Photocopiers limited to English Base and Reception and D07 all others removed/isolated</p> <p>Cleaning equipment and signs next to printers so they can be cleaned before and after use</p> <p>Cleaners on site throughout operational day to ensure surfaces are wiped down</p>			

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		<p>identify which doors can and cannot be wedged open</p> <p>Use of photocopiers: Photocopiers to be limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. Consider the use of touch screen pens when using photocopier. Cleaning regimes are stepped up to clean more frequently</p> <p>Cleaning caddy to be kept in each area if additional cleaning required</p> <p>Consider use of reprographics (C. Reed) to minimise usage of photocopiers</p>				<p>more regularly followed by extended crew on evening to deep clean areas</p> <p>all printers in zones will be switched off apart from English and the main office - they are not to be used</p> <p>all printing requests can be emailed directly to CRE</p> <p>if you need to print something yourself you can access the English zone printer (where Y10 are taught) or the printer in D07 as we are using this as a staff workroom</p> <p>if you do use the English zone printer or the main office printer you will need to wipe it down before and after using the spray next to it</p>			
Toilets	<p>Employees, contractors, Students, visitors.</p> <p>Contracting Coronavirus</p>	<p>Restricted number of people using the toilets at any one time. Maximum occupancies (1 person every 2 metres) identified on the door.</p>	1	5	5	<p>Signage Created and viewable in all areas</p> <p>Cleaners on site throughout operational day to ensure surfaces are wiped down more regularly followed by extended crew on evening to deep clean areas</p>			

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		<p>Toilets are screened from each other</p> <p>Additional regular cleaning scheduled</p> <p>No waiting inside toilet if queue required staff to line up 2m apart on main street or use disabled toilets</p>				<p>Students supervised to ensure staggers usage is achieved</p> <p>Handwashing guidance displayed</p>			
Meeting Rooms	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Avoid use – look at different ways of working. Keep locked.</p> <p>Alternatively display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded.</p>	1	5	5	<p>Signage Created and viewable in all areas</p> <p>Maximum room occupancy measured and displayed on all usable rooms</p> <p>Cleaners on site throughout operational day to ensure surfaces are wiped down more regularly followed by extended crew on evening to deep clean areas</p>			
Offices	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Leadership responsible for calculating the maximum occupancy of their offices. The maximum occupancy should be communicated with staff. Displaying the occupancy on the door is a quick and simple</p>	1	5	5	<p>Kitchen – 1 member of staff in office at any time</p> <p>Maximum room occupancy measured and displayed on all usable rooms</p>			

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		<p>method to communicate this information.</p> <p>Ventilation schedule increased to cover opening hours</p> <p>Windows to be opened daily to let fresh air circulate</p> <p>Staff should leave their desks as clear as possible so that it can be easily cleaned.</p> <p>Staff should work side by side or facing away from colleagues, do not hot desk or share stationary.</p> <p>Cleaning caddy available in all areas if additional cleaning required</p> <p>Suitable and sufficient rubbish bins provided for hand towels with regular removal and disposal.</p> <p>Waste bins to have lids on for any discarded tissues etc, should be lined with a bag for easy removal and should be operated by foot where possible</p>				<p>Signage Created and viewable in all areas</p> <p>Air conditioning to be kept on at all times</p> <p>Available windows to be opened on a morning and closed on an evening</p> <p>Cleaners on site throughout operational day to ensure surfaces are wiped down more regularly followed by extended crew on evening to deep clean areas</p> <p>Change of Cleaning rota to include all day coverage</p> <p>Pedal bins ordered for all areas if not swing bins to be used and cleaned more regularly</p>			

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		<p>Workstation barriers/separation Desks physically repositioned where requested</p>							
<p>Welfare including; Kitchen facilities and rest areas</p>	<p>Employees, contractors, Students, visitors. Contracting Coronavirus</p>	<p>Staggered breaks to reduce the number using the facilities. Reduced rota for number of people using kitchens and rest areas at any one time. Maximum occupancies (1 person every 2 metres) identified on the door and floor (in Kitchen) Single use cutlery and food packaging to be used Vision panels in doors kept clear at all times to assist staff in identifying visually if the capacity has been exceeded without opening the door. Staff encouraged to bring in flask rather than using a tea point. Close off communal fridges. Smoking not allowed on site, and staff discouraged from leaving site to do so.</p>	1	5	5	<p>Signage Created and viewable in all areas Cleaners on site throughout operational day to ensure surfaces are wiped down more regularly followed by extended crew on evening to deep clean areas Change of Cleaning rota to include all day coverage Pedal bins ordered for all areas if not swing bins to be used and cleaned more regularly Water fountains isolated and bottled water available at kitchen Tea Coffee water Available at kitchen Kitchen staff only to prepare and hand over Staff lunches provided free of charge</p>			

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		<p>Disposable towels only – no multi use towels.</p> <p>All toilets and kitchens provided with hand washing facilities with soap, disposable towels and hot running water. Stocks are replenished at periods not exceeding 1 day</p> <p>Posters displayed in toilets and kitchens asking staff to wash their hands.</p> <p>Signage to be provided as to who to contact when stock requires replenished</p> <p>Government advice is to Catch Coughs and Sneezes in tissues – Tissues available throughout the workplace.</p> <p>Spacing seats and tables to ensure social distancing.</p> <p>Markings on floor required in confined areas</p>				<p>Signage Created and viewable in all areas</p> <p>Signage Created and viewable in all areas</p> <p>Signage Created and viewable in all areas</p>			

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		Students are to be brought food to be eaten at their desk. Staff to eat at desk or 2m intervals in restaurant							
Cleaning	Employees, contractors, Students visitors. Contracting Coronavirus	Increased cleaning regimes. Cleaning frequently touched surfaces daily these include, door handles, light switches, seating areas, door releases, lift buttons, desks and keyboards etc. Deep cleans including fogging where a member of staff has been diagnosed with Covid-19 and have been in the premises within 72 hours. Alternatively, close off the area until 72 hours has elapsed. If member of staff diagnosed has not been in the office for 72 hours no action required.	1	5	5	Kitchen staff – Handwashing every 20mins advised to staff Cleaning Staff to be placed on rota to ensure coverage of the entire school day is achieved (minimum of two staff available at all times of opening) All areas deep cleaned at end of school day Signage Created and viewable in all areas Cleaners on site throughout operational day to ensure surfaces are wiped down more regularly followed by extended crew on evening to deep clean areas Change of Cleaning rota to include all day coverage Pedal bins ordered for all areas if not swing bins to be used and cleaned more regularly			

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Deliveries	<p>Employees, contractors, Students, visitors.</p> <p>Contracting Coronavirus</p>	<p>Advise all delivery drivers that no goods or food should be physically handed over.</p> <p>Decide on a location as a set drop-off point agreed in advance.</p>	1	5	5	<p>Kitchen- LHU organised with kitchen deliveries that driver delivers caged goods to door kitchen staff empty cage invoice left with goods no contact or signatures required 2m distancing followed.</p> <p>All deliveries to be contactless</p> <p>School Deliveries signposted to Sports Centre kitchen deliveries to Kitchen</p> <p>Main Entrance Gates designated deliveries and contractors only</p> <p>Contractors to be let in via the sports centre and agreed with Facilities Manager</p>			
Communication	<p>Employees, contractors, Students visitors.</p> <p>Contracting Coronavirus</p>	<p>Staff receive specific premises information and instruction. This information should include the control measures which have been implemented to help protect staff and others whilst in CVEA/CVCFC and specific instructions staff need to follow.</p>	1	5	5	<p>Express and concise guidance consulted and issued to staff/students/parents/trade unions</p> <p>Plethora of informational signage displayed throughout Academy</p> <p>Constant communication from Leadership via email or online meetings</p>			

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		<p>Posters for staff in toilets to wash hand Information displayed in toilets.</p> <p>All staff to be advised of who and how they need to contact should welfare facilities either not work or require replenishing.</p> <p>Posters displayed throughout the premises to follow social distancing.</p> <p>Posters on the signs and symptoms of Covid-19.</p> <p>Use of Emails to quickly cascade information when/if required.</p>				<p>All Govt guidance taken into account when plans are devised</p> <p>Signage Created and viewable in all areas</p> <p>Signage Created and viewable in all areas</p> <p>Signage Created and viewable in all areas</p>			
Emergency Procedures	<p>Employees, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Review emergency procedures to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measure where possible.</p>	1	5	5	<p>Rota of First Aiders on duty:</p> <p>GBa Main First Aid contact</p> <p>KBr CRe Deputy</p>			

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		<p>Everyone must maintain 2 metre separation as far as possible during evacuation and at assembly points.</p> <p>Suspend all practice fire drills until further notice.</p> <p>Staff to be trained to use new evac chairs when guidance allows and are to be provided with face masks.</p> <p>Social distancing enforced where possible at assembly points.</p> <p>Sufficient first aiders on site with face shields/masks gloves visors and aprons made available</p> <p>First aid kits – updated to include (where already not supplied) surgical masks and rubber gloves, hand sanitisers.</p> <p>Ensure First Aiders for the premises are issued with the current advice and guidance produced by <u>St Johns Ambulance</u>.</p>				<p>Updated Emergency Evacuation Plan to Cascaded to Staff</p> <p>Any staff or student who experiences or is showing signs of COVID-19 symptoms should not attend the Academy. Testing is available for all staff and families and should be sought as soon as symptoms present themselves</p> <p>If a student develops symptoms of COVID-19 they are to be isolated immediately at the seating area in reception First aider will be called to establish if emergency assistance is to requested.</p> <p>Students and teacher who pupil has been in close contact with to be isolated in their assigned room.</p> <p>Isolated students parent/guardian to be called and student to be removed and to self-isolate for 2 weeks or be tested</p> <p>Staff and students who have been in close contact then to be sent home to self-isolate or organise testing.</p> <p>Rooms and areas to be deep cleaned as soon as is reasonably possible (school</p>			

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		Method to dispose of suspect Covid 19 waste all items to be placed in yellow bags and clinical waste bins provided				closure to be decided by leadership) after cleaning, fogging to be carried out in room. IR1 to be completed and logged with SCC H&S Team by Facilities Manager			
Ventilation	Employees, contractors, Students, visitors. Contracting Coronavirus	Ventilation is switched to nominal speed at least 2 hours before the building usage and switch to lower speed 2 hours after the building usage time At nights and weekends, ventilation not switched off, but kept running at lower speeds via BMS optimiser Ensure regular airing with windows, Facilities staff to open all windows on morning and close on evening Toilet ventilation ran 24/7. Occupants should flush toilet with the lid closed.	1	5	5	Classrooms will have windows opened before use BMS ensures no circulated air is being pumped round academy all air is fresh AC units in ICT suites ensure good clean filtered air is available BMS monitors CO2 and opens louvres when fresh air is needed Outdoor breaks are to happen daily weather permitting All non-fire doors to be wedged open where safe to do so			

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		Air handling units switched to 100% outdoor air. Air conditioning systems do not need adjustment,							
Re-opening closed premises.	Employees, contractors, Students visitors. Contracting Coronavirus	Continued Statutory checks/inspections to be completed prior to reoccupation	1	5	5	School has been open throughout and all statutory inspections and checks up to date			

Appendix Covid19/ Social distancing – addendum to First Aid protocols – September 6th 2020

Context: the current pandemic situation dictates that additional measures be put in place in order to safeguard staff attending students with first aid requirements and to prevent cross contamination from student to student.

Staff and Parent/Carers to be actively encouraged to access testing facilities available where symptoms are displayed or contact with a Covid 19 positive person.

Location of Facilities:

Current Hygiene Room on PE corridor will not be used.

First aid will be delivered via student services or at the location of the incident if necessary.

All medication and PPE kit will be stored in student services.

Waiting area: For first aid this will be outside student services at the chairs/window area. Chairs will be available at an adequate social distance apart where students can sit in a relatively open space to await first aid triage.

We will be using the reception area at the front of the school for students that have symptoms of Covid 19, to wait until a parent picks them up. The seating is in designated bays, well over 2 metres apart from each other and reception staff. PPE kit is available on reception. This means that at the end of the school day this area will be given a deep clean and will also be cleaned after any student has been seated there. (see checklist for Covid 19 staff/students)

Staff who have helped a student/staff member presenting Covid 19 symptoms and any students who have been in close contact with them **DO NOT** need to go home to self-isolate.

Equipment: First aid staff will now be required to wear PPE on attending a first aid situation – in every circumstance, no matter how small. Staff must wear a Type11R Face Mask and Visor at all times, plus gloves and apron.

First aid staff are required to use antibacterial/antiviral gel to prevent cross contamination. This must be applied before accessing PPE

First aid staff will be given their own face shield or protective glasses. They will clean this after every use and carry it with them. There must not be an exchange of PPE equipment.

A medical disposal waste bin, emptied by a specialist company, **large enough to store used PPE** to be located in the student services room. (we put gloves and first aid items into this after use).

Access to **soap plus antibacterial gel and wipes** should also be in the student services room.

First aid staff are required to have a change of clothes and personal toiletries and towel plus a bag to store old clothes with them on the premises at all times. This is so in the rare occurrences of suspected contamination when there was no PPE available, the member of staff can wash and change. Old bags should be taken off site for example to be stored in the boot of the staff's car in readiness for washing at home.

All staff to be advised to have spare clothes/toiletries/towel on site to allow for washing and changing after a possible contamination.

WHO advice for correct wearing of facemasks.

Protocol for first aid attendance (Non urgent)

Teachers:

- If a student is feeling unwell in your lesson, call for the Head of Year to support. Radio for a cleaner to clean the area.
- Student to report to student services where D Ferguson will decide on an action, direct them to a waiting chair and contact a first aider/ or D Ferguson if she is there.

First aider safety action:

- D Ferguson / First aider must;
- Wash hands
- Put on PPE (minimum of gloves and face mask)
- Approach student and direct them to chair required
- Give first aid/take temperature if necessary using temperature gun.

A student presenting ANY symptoms of coronavirus will be sent home from school once parents/carers have been contacted and remain there for 14 days or until the test is confirmed. Parent/carers must follow all NHS guidance from the booklet given to them and their child.

First aider to ask student to wait to one side at the doorway

First aider to disinfect chair child has sat on

First aider to remove PPE apron in student services, and dispose of in waste bin. Wash hands

First aider to remain in PPE (mask and glasses) if escorting child to waiting area.

The student needing to be removed from site by parents is to be escorted to the chairs in reception – these are only for Covid symptoms pick up only.

If a student has no symptoms (i.e. cut on the leg) the student can be returned to the waiting area in school and returned to class

Head of Year to be kept informed

Protocol for first aid attendance (Urgent)

If possible first aid staff should wear PPE kit

As soon as possible after the event, you should wash fully and change your clothes

Seek support from your Line Manager after the event so the risk can be assessed.

Protocol for Student Services

There are a few students who take medicines in this room/check blood sugar levels. They will attend student services window as previously. These are named and known. Their medicines are kept in the student services office and staff are trained to administer these.

In these cases D Ferguson will access equipment of medicines and leave it in the student services room, observing from 2 metres away the taking of medication etc.

Cleaning

Student services to be deep cleaned every night

Cleaning staff should be appropriately equipped with protective wear

At any point in the day the washing facilities in the school will be vital

All toilets must be properly equipped with soap and toilet paper. These should be checked every night and re-stocked if necessary

If either student services or the accessible toilets need an emergency clean, D Ferguson will inform facilities staff. It is recommended facilities staff wear appropriate protection.

Staff should wash hands thoroughly before and after any first aid interaction.

Appendix Covid19/ Social distancing –Technology, Design & Technology and Science rooms converted to basic classrooms– September 6th 2020

Context: The requirement to place year groups into bubbles for all their lessons.

Food rooms:

- All unnecessary equipment removed from the room, including any sharp equipment, heavy pans etc. which students could exploit when staff are changing rooms
- Exam desks placed in the area to accommodate classes up to 30/32 students
- Gas disengaged, key removed and held by technical staff
- Electric cookers all unplugged and disabled from DB board
- Water turned off, when reinstated Andrew Elsdon to do this. Legionella testing before use.
- Door wedges can be used temporarily during Covid 19 to increase air circulation. There will be no hazardous activity in the rooms.
- To reduce any risk of fire, accident or 'naughty' behaviour when rooms are used as general classrooms and by staff unfamiliar with, and unqualified in the use of these rooms.
- Fire extinguishers to remain, as there are few, if any student issues with them. Review if necessary.

Science rooms (all upstairs)

- All unnecessary equipment removed from rooms into the Science prep room which remains locked to students
- Water isolated, gas turned off, key held by Science Technician
- Door wedges can be used temporarily during Covid 19 to increase air circulation. There will be no hazardous activity in rooms.
- Fire extinguishers are to remain, as there are few, if any student issues with them. Review if necessary.
- All water to be turned off, when used and reinstated and checked by Andrew Elsdon – LA Legionella testing to ensure water is safe.

Technology DT Room

- All large wooden benches moved to the back of the room
- All vices to be removed and stored
- All power leads to be removed

- All equipment to be disabled via the DB board
- Remove as much of the equipment as possible into storage container bought for Covid 19 and D&T prep room
- Those pieces of kit remaining are to be covered over and disabled, all blades removed.
- Padlocks also to be placed on the isolation switches and the key recorded and saved in facilities, D&T prep.
- Remove vacuum kit to prep room.
- Any equipment which could be thrown or tampered with which could cause injury to be removed.
- Classrooms set up for year group bubble Year 9.

Necessary Action

- To reduce the risk of any fire, accident or naughty behaviour when the rooms are used as general classrooms by staff unfamiliar with and unqualified in the use of the D&T room

To be completed by the Individual undertaking the risk assessment:

Name: Gareth Barwell

Job Title: Facilities and Centre Manager

Signature:

Date: 27/05/2020

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Janet Bridges

Job Title: Principal

Signature:

Date: