

# ACTIVITY RISK ASSESSMENT

DESCRIPTION OF TASK/ACTIVITY/AREA:	Generic Site Risk Assessment COVID 19 Version 5 November 2020		
	<a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</a>		
CENTRE/SCHOOL/ACADEMY:	The Skills Hub The Old School Building, Providence Road, West Drayton, Uxbridge UB7 8HJ		
ASSESSOR:	Paul Chambers	STAFF/TEAMS/INDIVIDUALS INVOLVED IN ASSESSMENT:	<i>Please name:</i> SLT and Staff Team
DATE OF ASSESSMENT:	4/01/2021	REVIEW DATE: 22/01/2021	This maybe daily under current situation, please keep record of updates and briefings
Have relevant personnel been made aware of this assessment and understand the controls?	YES/NO	Date and how they were made aware:	<b>ALL STAFF TO BE MADE AWARE</b>

What are the hazards?	Who might be harmed <b>and how?</b>	What controls do you have in place?	Risk Rating (L=Likelihood x S=Severity = R=Risk)			ADDITIONAL CONTROLS (complete if Risk is more than a low risk rating)							
			L	S	R	What additional controls can you apply?	To be actioned by	Target Date	Additional controls in place (date)	Residual Risk (L=Likelihood x S=Severity = R=Risk)			
										L	S	R	
Students and staff attending school if they are either showing signs of COVID 19 or a member of their household are showing signs  Or if that member of staff or student are feeling unwell	Staff Students Contractors Family members Wider community <b>Spread of virus</b>	If a someone shows symptoms of having the virus, he/she can be offered a lateral flow test to staff or students at the start of each day for 7 days.	4	2	8	On entry – students, staff all visitors have their temperature taken. All entrants sanitise before entering the hall – before being directed to wash their hands. PPE also provided face coverings, gloves.  He/she are to be placed in a quiet space until help arrives. (The Meeting Room) First Aider stays with student/adult	SLT/ ADMIN	11/01/21	ONGOING				

# ACTIVITY RISK ASSESSMENT

		If negative they can continue with normal activities until your next test is due.				<p>If tested positive follow the national guidance, and take a confirmatory PCR test, self-isolate until the result of your PCR test is available.</p> <p>If they do not wish to be tested daily or are unable to be tested for any reason, they must self-isolate in accordance with national guidance until 10 days after the person they are a contact of tested positive</p>							
Persons not following self-isolating rules or engaging with NHS Test and Trace or attending school following a positive COVID test		If known, person is not allowed on the school site, leaves site if able or can safely travel home, or waits separately until can be transported home. If a student awaits collection by parent/carer.	3	3	9	They should not return until they complete 10 days self-isolation. All other identified close contacts and household members of this positive case will also need to follow the national guidance.	SLT/ ADMIN	11/01/21					
Controlling student or staff who may present symptoms of COVID 19 whilst on site during the day	<p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Family members</p> <p>Wider community</p> <p><b>Spread of virus</b></p>	If a someone shows symptoms of having the virus, he/she can be offered a lateral flow test to staff or students at the	3	3	9	<p><b>Under Tier 4</b></p> <p>Restricted access to the site by parents, visitors, contractors – meetings conducted virtually</p> <p>If tested positive follow the national guidance, and take a confirmatory PCR test, self-isolate until the result of your PCR test is available.</p>	SLT/ ADMIN	ON-GOING					

# ACTIVITY RISK ASSESSMENT

		start of each day for 7 days				<p>They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no tissues available, they should cough and sneeze into the crook of their elbow.</p> <p>Adult either leaves site if able and can safely travel home or waits separately until can be transported home. Student awaits collection by parent/carer.</p>						
What happens if there is a confirmed case of COVID 19 within the site	<p>Staff Students Contractors Family members Wider community <b>Spread of virus</b></p>	<p>He/she are to be placed in a quiet space until help arrives. (The Meeting Room) First Aider stays with student/adult</p>	2	4	8	<p>The first aider will wear PPE, including gowns, masks and gloves. They will also carefully dispose of the PPE and change clothes when it is safe to do so. Ensure that all areas the case spent time in are cleaned</p> <p>Contact – OHCAT Contact LRC (London Coronavirus Response Cell) on 0300 303 0450. Obtain reference numbers for future calls to the London Coronavirus Response Cell (LCRC)</p> <ol style="list-style-type: none"> <li>1. Identify any staff or students who had close contact with the positive case during their infectious period. The contact definitions that would require self-isolation are below.</li> <li>2. Ensure contacts self-isolate for 10 days from the date of last exposure to the case (if at school offer lateral flow test), if negative test 7 days.</li> <li>3. Inform LCRC of the number of contacts identified for isolation via the email address below.</li> </ol>	SLT/ ADMIN	ON- GOING				

# ACTIVITY RISK ASSESSMENT

						4. If any external visitors are identified as being potential contacts, inform LCRC either by phone or email as soon as possible so that we can follow them up accordingly.						
Poor control of hand washing and hygiene controls Poor respiratory hygiene 'catch it bin it kill it'	Staff Students Contractors Family members Wider community <b>Spread of virus</b>	Provide a large quantity of sanitisers – clearly signposted. Sanitisers are located at entrances and exits. They are also located in office spaces and in all classrooms.	3	3	9	Use alternative toilet facilities in the annexe	SENIOR ADMIN/ ADMIN TEAM	ON-GOING				
Has consideration been given to using Face Coverings as per guidance?  Are support staff, site teams and visitors using Face Coverings	Staff Students Contractors Family members Wider community <b>Spread of virus</b>	Tier 4 guidance Face coverings will be worn by adults and (pupils encouraged to) when moving around the premises, outside of classrooms, such as in corridors and communal areas where social	3	3	9	<a href="https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</a>  Student encouraged to wear face coverings in communal areas.  Teachers and support staff instructed to wear face coverings also in classrooms – students encouraged  Face coverings also apply to visitors/contractors	SLT/ SENIOR ADMIN	ON-GOING				

# ACTIVITY RISK ASSESSMENT

		distancing cannot easily be maintained.											
Poor hygiene control of toilets and washroom areas, high risk surface areas, door handles, equipment within communal/high use areas Are there additional cleaning regimes in place for all surfaces?	Staff Students Family members Wider community	Signage visible in toilets/ washroom areas. Toilets and washroom areas are cleaned daily. Cleaners provide a daily wipe down of exposed high-risk areas. Weekly deep clean takes place once a week.	3	3	9	Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance ( <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a> ). 12/30/2020 Guidance for full opening: schools - GOV.UK <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools-10/55">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools-10/55</a> Public Health England has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).	SENIOR ADMIN/ SENIOR ADMIN/ CLEANING CONTRACTORS	ON-GOING					
Increase of student numbers; overcrowding when entering /leaving the building/ moving around the centre Overcrowding of toilet/washroom areas, increasing the risk of spreading the virus.	Staff Students Family members Wider Community	One-way system devised for students and staff entering and leaving the building. Floor markings are	3	4	12	Staggered departure of students from the school building	SLT/ SENIOR ADMIN	ON-GOING					

# ACTIVITY RISK ASSESSMENT

		clearly visible inside and outside of the school. Alternative toilet/washrooms are available to meet the needs of students, staff and visitors.										
<p>Controlling Social Distancing in a dynamic school environment and not reducing contact between groups</p> <p>Staff contact with Staff Staff contact with Students Students contact with Students Exposure of support staff</p>	<p>All occupants Wider community <b>Spread of virus</b></p>	<p>Staff wear face coverings and are reminded of the practice social distancing. Floor and seat markers are vivid and act as a reminder. Staff are encouraged to speak to students about the need to social distance. Students are told to sanitise on entry to class. Students are directed to</p>	3	4	12	<p>Consider virtual staff meetings Staggered meetings</p> <p>Consider increasing use of Face Coverings when away from teaching environment giving regard to individual student risk assessments</p>	SLT	ON-GOING				

# ACTIVITY RISK ASSESSMENT

		face the front of the class. Notices are on display in classrooms. Masks and visors are provided for students and staff.										
Exposure to virus if are you within the following groups: Clinically Vulnerable, Clinically Extremely vulnerable group or consider yourself high risk	All occupants <b>Spread of virus</b>	Risk assessments in place for these groups	3	4	12	Arrangements in place where possible to have Clinically Vulnerable, Clinically Extremely vulnerable group to work from home	Line-managers	ON-GOING				
Continuity planning and response to any confirmed infection from COVID Appointed person to oversee and engage with: NHS Test and Trace PHE DfE Helpline	OHCAT	Key persons Administration Manager & Senior Administrator	3	3	9		SLT/ ADMIN TEAM	ON-GOING				
Drop/off pick up zone transport Risk Assessment in place and has been reviewed, to cover COVID and changes to student numbers	Students Staff Persons within zone	N/A										
Any reduction in staff numbers due to the change of working practices, could lead to poor control of	Students Staff	All staff are trained on how to administer controlled	3	3	12	Principal in discussion w/Finance for additional staffing	PRINCIPAL	ON-GOING				

# ACTIVITY RISK ASSESSMENT

<p>student behaviour, difficult to administer controlled drugs</p>		<p>drugs. There is a daily check in the morning briefings to ensure a first aider is present</p>									
<p>Poor supply of PPE if required Supply of Masks (isolation rooms/personal care)</p> <p>Are there measures to stop a build-up of clinical waste</p> <p>Are there sufficient bins in place for additional waste created by increased hand washing</p> <p>Running out of hygiene control supplies</p>	<p>All occupants <b>Spread of virus</b></p>	<p>Isolation/quiet room (The Meeting Room) have their own supplies are a regularly checked for quantity.</p> <p>Testing room fully stocked with PPE</p> <p>All classrooms and offices are supplied with copious amounts sprays and sanitisers. Supplies are ordered in advance so that supplies are not jeopardised.</p>	3	4	12	Checked and regularly updated	SENIOR ADMIN	ON-GOING			



# ACTIVITY RISK ASSESSMENT

<p>Unnecessary visitors/contractors on site, poor control of this. Control of essential visitors for critical needs/Educational support teams Are there sufficient additional hand washing facilities for students/staff/visitors Are these visitors using PPE</p>	<p>All occupants Wider community</p>	<p>All essential visitors/contractors are expected to have their temperature taken before they can enter the school. They are expected to use the sanitisers, located in reception area</p>	3	3	9	<p>Access to the school site limited to students and staff – and only essential workers during Tier 4</p> <p>Essential visitors restricted to the meeting – accessed through the side door</p>	<p>SLT/ SENIOR ADMIN</p>	4/1/21				
<p>Have you promoted GOV.UK guidance and Best Practice. You can't promote without promotion. Is additional signage in place Catering Do your current arrangements comply with current gov.uk guidance</p>	<p>All occupants Wider community</p>	<p>Reviewed fortnightly by SLT/Staff unless there is new government advice or the Trust that requires implementing</p>	3	3	9		<p>SLT</p>	<p>ON-GOING</p>				
<p>Additional COSHH risks due to change of cleaning materials, hand washing materials See HSE guidance <a href="https://www.hse.gov.uk/index.htm">https://www.hse.gov.uk/index.htm</a></p>	<p>Students Staff</p>	<p>Student and staff are absent when deep cleaning takes place</p>	2	3	6		<p>SENIOR ADMIN</p>	<p>ON-GOING</p>				

# ACTIVITY RISK ASSESSMENT

Appropriate PPE for 1 <sup>st</sup> Aiders	Staff	Stock regularly checked and restocked	2	3	6		SENIOR ADMIN	ON-GOING CHECKS				
Is there a formal process for reviewing current and COVID 19 risk assessments and implementing revised control measures where appropriate and necessary? Are you reviewing your risk assessments and protocols at regular intervals and when circumstances change	All Occupants Increased risk to everybody  Increased Business Risk/lack of compliance threat of prosecution  <b>Spread of virus</b>	Reviewed w/ SLT and morning briefings with staff	2	2	4	The introduction of on-site testing will provide another tier of control	SENIOR ADMIN/ SITE MGR.	FORT NIGHT LY				
Existing Student RA's need to be amended to reflect COVID 19	Students	Staggered lunchtimes for groups of students	3	2	6		SOLUTIONS TEAM	ON-GOING				
Transport Providers, have they been checked and RA to prevent the spread of COVID 19 Have these RA's been regularly reviewed have they been reviewed prior to the start of term Do these RA reflect the latest changes to guidance?	Staff Students Family members Wider community  <b>Spread of virus</b>	Risk assessment in place for bus.  A first aid bag - ordered A digital thermometer - all student's temps are to be taken at pick up points in the mornings	3	2	6	Currently under review	SENIOR ADMIN	11/01/21				

# ACTIVITY RISK ASSESSMENT

		Antibacterial gel - everyone is to use this gel on entering the bus.											
<p>Completion of normal compliance checks due to lack of staff or additional work pressures.</p> <p>Is there a Current Fire Risk Assessment in Place? (see OHCAT fire policy)</p> <p>Has Fire evacuation procedure been reviewed to reflect changes in layout, staffing, students numbers, start of term</p> <p>Legionnaires checks carried out See HSE guidance</p>	<p>Occupants Increased H&amp;S risk to site Increased Business Risk/lack of compliance threat of prosecution</p>	<p>Tasks being carried out by a range of staff; SLT, Teachers, site supervisor from another OHCAT site</p> <p>Current Fire Ass. -Yes Has Fire evacuation procedure been reviewed to reflect changes in layout, staffing, student's numbers, start of term – No</p> <p>Legionnaires checks carried out See HSE guidance - Yes</p>	3	2	6		SENIOR ADMIN/ SITE MGR	ON-GOING					

# ACTIVITY RISK ASSESSMENT

Do you have a Plan B? If government guidance changes or lockdown restrictions are imposed. If control measures cannot be maintained within the school or college, what is the plan? Are staff, pupils/students and parents/carers aware of the plan? Plan B for poor weather/heavy rain	Students Staff Organisation	Yes, plans for remote learning in place that include revision and other packs available at short notice.	2	2	4	Currently under review with improvements to the school broadband	SLT	18/01/21				
Poor ventilation within classrooms See HSE guidance	Staff Students	Audit conducted and adjustment made during Autumn 1	2	2	4		SLT/ SENIOR ADMIN	COMP AUT- UMN				
Physical Activity/Education Has appropriate planning following the latest guidance been considered If using external providers have RA's been reviewed	Staff Students	Activities adapted to suit tier restrictions	3	2	6		ASSIST. P FOR STUDENT EXPERI- ENCE	11/01/21				
If resuming outside visits/trips has the appropriate planning been considered. Have Risk Assessments been completed and signed off	Staff Students	Yes, trip packs include adaptations for safety measures	2	3	6		ASSIST. P FOR STUDENT EXPERI- ENCE	ON- GOING				

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

# ACTIVITY RISK ASSESSMENT

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

<b>SEVERITY</b>	<b>MAJOR</b> (multiple fatalities of students or staff, major loss of business or loss of infrastructure)	5	5	10	15	20	25
	<b>SIGNIFICANT</b> (single fatality, life changing injury, significant damage to infrastructure or business)	4	4	8	12	16	20
	<b>MODERATE</b> (reportable injury, removable to hospital, moderate loss of business and damage to infrastructure)	3	3	6	9	12	15
	<b>LOW</b> (minor non-reportable injury, requiring first aid only, minor damage to infrastructure)	2	2	4	6	8	10
	<b>NEGLIGIBLE</b> (no injury, insignificant damage to infrastructure)	1	1	2	3	4	5
			1	2	3	4	5
			<b>IMPROBABLE</b>	<b>REMOTE</b>	<b>OCCASIONAL</b>	<b>PROBABLE</b>	<b>FREQUENT</b>
<b>LIKELIHOOD</b>							

<b>KEY:</b>	
	<b>Dark Red: Intolerable Risk: 16-25:</b> Task/activity cannot take place
	<b>Orange: Substantial Risk: 15:</b> Task/activity cannot take place without additional action and ESLT authorisation
	<b>Amber: Moderate Risk: 8-12:</b> Task/activity cannot take place without additional controls and/or Line Management authorisation
	<b>Yellow: Low Risk: 4-6:</b> Task/activity acceptable but requires monitoring
	<b>Green: Minimum Risk: 1-3:</b> Acceptable Risk

## RISK MATRIX

# ACTIVITY RISK ASSESSMENT

NOTES: