

ACTIVITY RISK ASSESSMENT

DESCRIPTION OF TASK/ACTIVITY/AREA:	Generic Site Risk Assessment COVID 19 Version 5 November 2020 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		
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:	Please name: SLT and Staff Team
DATE OF ASSESSMENT:	29/11/2021	REVIEW DATE: 04/01/2022	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?	<u>YES</u> /NO	Date and how they were made aware:	ALL STAFF TO BE MADE AWARE

What are the hazards?	Who might be harmed and how?	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)				

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<p>Students and staff attending school if they are either showing signs of COVID 19 or a member of their household are showing signs</p> <p>Or if that member of staff or student are feeling unwell</p>	<p>Staff Students Contractors Family members Wider community Spread of virus</p>	<p>If a someone shows symptoms of having the virus, he/she will need to take a PCR test and self-isolate for 10 days</p>	4	2	8	<p>On entry – students, staff all visitors have their temperature taken. PPE also available; face coverings (mandatory for visitors) gloves and gels.</p> <p>Main door left open in reception to allow for ventilation when area is busy.</p> <p>All staff are advised to wear face covering in communal areas. Face covering is mandatory for all visitors.</p> <p>He/she are to be placed in a quiet space e.g. Green Room until help arrives. First Aider stays with student/adult</p> <p>If tested positive follow the national guidance, and take a confirmatory PCR test (within 2 days), self-isolate if positive.</p> <p>They must self-isolate in accordance with national guidance for 10 days – since <u>initial symptoms</u> or testing positive whether fully vaccinated or not.</p> <p>Staff who <u>come into contact</u> with a case will need to leave site and self-isolate for 10 days – unless negative and fully vaccinated.</p> <p>If not fully vaccinated they will need to self-isolate for a full 10 days from contact.</p>	SLT/ ADMIN	01/09/21	ONGOING	3	2	6
<p>Persons not following self-isolating rules or engaging with NHS Test and Trace or attending school following a positive COVID test</p>		<p>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</p>	3	3	9	<p>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.</p> <p>Staff who come into contact with a case will need to leave site and take a PCR test and self-isolate for 10 days..</p> <p>Staff are encouraged to test twice weekly with home lateral flow testing kits supplied to the school.</p>	SLT/ ADMIN	01/09/21		3	2	6

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		collection by parent/carer.											
Controlling student or staff who may present symptoms of COVID 19 whilst on site during the day	Staff Students Contractors Family members Wider community Spread of virus	If a someone shows symptoms of having the virus, he/she can be offered a lateral flow test to staff or students	3	3	9	<p>Restricted access to the site by parents, visitors, contractors remains in place – a significant number of meetings conducted virtually.</p> <p>All staff and adult visitors are expected to exercise caution, in accordance with the risks associated with COVID 19.</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. If confirmed positive self-isolation required for 10 days followed by regular testing.</p> <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>	SLT/ ADMIN	ONGOING			3	2	6
What happens if there is a confirmed case of COVID 19 within the site	Staff Students Contractors Family members Wider community Spread of virus	He/she are to be placed in a quiet space until help arrives. (The Meeting Room) First Aider stays with student/adult	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.</p> <p>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> <p>1. Identify any staff or students who had close contact with the positive case during their infectious period.</p>	SLT/ ADMIN	ONGOING			2	2	4

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						<p>The contact definitions that would require self-isolation are below.</p> <p>2. Ensure contacts take a PCR test and if proven negative and double vaccinated, can return followed by regular lateral flow testing. If not double vaccinated, contacts must self-isolate for 10 days from the date of last exposure to the case.</p> <p>3. Inform LCRC of the number of contacts identified for isolation via the email address below.</p> <p>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.</p>						
<p>Poor control of hand washing and hygiene controls</p> <p>Poor respiratory hygiene</p> <p>'catch it bin it kill it'</p>	<p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Family members</p> <p>Wider community</p> <p>Spread of virus</p>	<p>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.</p>	3	3	9	<p>Use alternative toilet facilities in the annexe</p> <p>Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. Extra bins purchased and placed in classrooms and communal areas.</p>	<p>SENIOR ADMIN/ADMIN TEAM</p>	<p>ONGOING</p>		2	2	4
<p>Has consideration been given to using Face Coverings as per guidance?</p> <p>Are support staff, site teams and visitors using Face Coverings</p>	<p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Family members</p> <p>Wider community</p> <p>Spread of virus</p>	<p>Face coverings will be advised to be worn by staff and students where ventilation is poor or communal areas where social distancing cannot easily be maintained.</p>	3	3	9	<p>Daily temperature checks in staff briefings</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>Students provided with face coverings, if requested in communal areas – PPE made available. All encouraged to exercise caution and consider the guidance on risks associated with COVID-19 and actions available to help keep people safe</p> <p>Teachers and support staff advised to wear face coverings in crowded spaces where some form of social distancing is not practical.</p>	<p>SLT/SENIOR ADMIN</p>	<p>ONGOING</p>		2	2	4

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						Mandatory face coverings apply to visitors/contractors in communal areas in the building						
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	<p>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.</p> <p>Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.</p> <p>Deep cleaning increased from once to <u>twice per week</u> at The Skills Hub by cleaning contractors.</p> <p>See the COVID-19: cleaning of non-healthcare settings guidance (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). 12/30/2020 Guidance for full opening: schools - GOV.UK https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools-10/55 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).</p>	SENIOR ADMIN/ SENIOR ADMIN/ CLEANING CONTRACTORS	ONGOING		2	2	4
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. Alternative toilet/washrooms are available to meet the needs of	3	4	12	Where group numbers are high – action taken to split class sizes.	SLT/ SENIOR ADMIN	ONGOING		3	3	9

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		students, staff and visitors.											
Controlling Social Distancing in a dynamic school environment and not reducing contact between groups Staff contact with Staff Staff contact with Students Students contact with Students Exposure of support staff	All occupants Wider community Spread of virus	Staff are encouraged to wear face coverings and are reminded to practice social distancing. 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 face the front of the class. Notices are on display in classrooms. Masks and visors are provided for students and staff.	3	4	12	Consider virtual staff meetings No more than four adults in a classroom or office area – unless proof a double jabs, exceptions a learning activity that requires additional staff remains in place. Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach. Staff who come into contact with a case will need to leave site and take a PCR test and if negative can resume work if they have had 2 vaccine jabs, thereafter taking 2 lateral flow tests per week as advised. If staff member has not been fully vaccinated they will need to self-isolate for a full 10 days from contact.	SLT	ON-GOING			3	3	9
Exposure to virus if are you within the following groups: Clinically Vulnerable, Clinically Extremely vulnerable group or consider yourself high risk	All occupants Spread of virus	Risk assessments in place for these groups	3	4	12	Arrangements put in place for Clinically Extremely vulnerable groups to work on-site with risk assessments created by line-managers suited to individual requirements. Extra staff deployed to support reduction in movement/exposure in classroom setting	Line-managers	ON-GOING			1	2	2
Continuity planning and response to any confirmed infection from COVID Appointed person to oversee and engage with: NHS Test and Trace	OHCAT	Key persons Administration Manager & Senior Administrator	3	3	9		SLT/ ADMIN TEAM	ON-GOING			2	1	2

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PHE DfE Helpline													
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 student behaviour, difficult to administer controlled drugs	Students Staff	All staff are trained on how to administer controlled drugs. There is a daily check in the morning briefings to ensure a first aider is present	3	3	12	Principal in discussion w/Finance for additional staffing	PRINCIPAL	ON-GOING			1	1	1
Poor supply of PPE if required Supply of Masks (isolation rooms/personal care) Are there measures to stop a build-up of clinical waste Are there sufficient bins in place for additional waste created by increased hand washing Running out of hygiene control supplies	All occupants Spread of virus	Isolation/quiet room (The Meeting Room) have their own supplies are a regularly checked for quantity. Testing room fully stocked with PPE All classrooms and offices are supplied with copious amounts sprays and sanitisers. Supplies are ordered in advance so that supplies are not jeopardised.	3	4	12	Checked and regularly updated	SENIOR ADMIN	ON-GOING			2	1	2
Unnecessary visitors/contractors on site, poor control of this.	All occupants Wider community	All essential visitors/	3	3	9	The school site limited to students and staff – and restrictions remain in place for essential workers.	SLT/ SENIOR ADMIN	01/09/21			3	3	9

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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	Spread of virus	contractors are expected to have their temperature taken before they can enter the school. They are expected to wear masks and use the sanitisers, located in reception area				Main door left open in reception to allow for ventilation when area is busy.						
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	All occupants Wider community Spread of virus Students Staff	Reviewed fortnightly by SLT/Staff unless there is new government advice or the Trust that requires implementing	3	3	9		SLT	ON-GOING		3	2	6
Additional COSHH risks due to change of cleaning materials, hand washing materials See HSE guidance https://www.hse.gov.uk/index.htm	Students Staff	Student and staff are absent when deep cleaning takes place	2	3	6		SENIOR ADMIN	ON-GOING		2	2	4
Appropriate PPE for 1 st Aiders	Staff	Stock regularly checked and restocked	2	3	6		SENIOR ADMIN	ON-GOING CHECKS		1	1	1
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 Spread of virus	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.	FORTNIGHTLY				

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Existing Student RA's need to be amended to reflect COVID 19	Students	External activities primarily	3	2	6	Promote and engage in asymptomatic testing – letters sent to parents	SOLUTIONS TEAM	ON-GOING		2	1	2
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 Spread of virus	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 Antibacterial gel - everyone is to use this gel on entering the bus.	3	2	6	Currently under review	SENIOR ADMIN	01/09/21		3	1	3
Completion of normal compliance checks due to lack of staff or additional work pressures. Is there a Current Fire Risk Assessment in Place? (see OHCAT fire policy) Has Fire evacuation procedure been reviewed to reflect changes in layout, staffing, students numbers, start of term Legionnaires checks carried out See HSE guidance	Occupants Increased H&S risk to site Increased Business Risk/lack of compliance threat of prosecution	Tasks being carried out by a range of staff; SLT, Teachers, site supervisor from another OHCAT site Current Fire Ass. - Yes Has Fire evacuation procedure been reviewed to reflect changes in layout, staffing, student's numbers, start of term – No Legionnaires checks carried out	3	2	6		SENIOR ADMIN/ SITE MGR	ON-GOING		2	1	2

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		See HSE guidance - Yes										
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		SLT	ON GOING		2	2	4
Poor ventilation within classrooms See HSE guidance	Staff Students	Audit conducted and adjustment made during Autumn 1	2	2	4	Staff continue to be instructed to keep classrooms and other occupied spaces well ventilated.	SLT/ SENIOR ADMIN	COMP AUT-UMN		2	1	2
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	Most activities held outside or offsite	Enrichment coordinator	01/09/21		2	2	4
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		Enrichment coordinator	ON-GOING		1	2	2

<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>

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

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

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

RISK MATRIX

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NOTES: