

COVID-19: Health and Safety Risk Assessment

Please note: this risk assessment has been undertaken in conjunction with the guidance on school reopening issued by the Department for Education.

Organisation Name:	Vantage Teaching School Hub	Assessment Conducted by – name:	Marc Cooper
Covered by this assessment:	Staff, contractors, visitors, delegates	Assessment conducted by – job title	Director
Assessment Date	1/9/2021	Review Interval	Regularly
		Date of next review:	1/11/2021

Note: Risk assessments must be reviewed at least, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

Related documents	
Trust/Local Authority documents:	<p>Government guidance:</p> <p>Coronavirus (COVID-19): Education and childcare</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Safe working in education, childcare and children's social care</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>COVID-19: cleaning in non-healthcare settings</p>

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

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	M
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L
Area for concern	Risk rating prior to action (H/M/L)	Control measures in place		Residual risk rating (H/M/L)
Spread of COVID-19 due to poor hygiene and infection control.	H	<ul style="list-style-type: none"> Current government guidance is being applied, and specifically the DfE system of control measures set out in the latest government guidance are in place as follows: <ol style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend VTSH face to face events or premises (St Mary's College). <p>The information below is included in the reopening plan of our own premises. This information is issued to staff, contractors, visitors, delegates:</p> <ul style="list-style-type: none"> Anyone with coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend VTSH face to face events or premises Any staff, contractor, visitor, delegates need to go home immediately if they develop symptoms. They should inform a member of VTSH staff as soon as possible. 		L

Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Any staff, contractor, visitor or delegates with symptoms on our premises and awaiting transport/collection needs to be isolated and kept at a distance of 2m from others, ideally in a well-ventilated place. PPE is required if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • If the member of staff, contractor, visitor or delegate uses the bathroom, it must be thoroughly disinfected before use by anyone else. • 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 with disinfectant after they have left to reduce the risk of passing the infection on to other people. • VTSH will conduct individual risk assessment of external event venues including review of venues own risk assessment. <p>In addition:</p> <ul style="list-style-type: none"> • Infection control briefing is provided to staff, contractors, visitors or delegate at VTSH training and events <p>2. Face Coverings</p> <ul style="list-style-type: none"> • Current government guidance regarding the wearing of face masks is followed. • All staff, contractors, visitors or delegates must wear a face covering in all internal spaces on our premises (excluding meeting or training rooms) where safe social distancing is not possible unless medically exempt • Any staff, contractors, visitors or delegate arriving on site without the appropriate face covering will be offered a kite marked disposable 3 ply face covering. <p>3. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> • Current government guidance regarding the washing hands is followed for all staff and contractors and encouraged for all visitors and delegates • Hand sanitiser is provided at each training event and venue • Hand driers have been decommissioned and paper towels are provided in VTSH premises • Checks are scheduled during the day on stocks of hand sanitiser, soap and paper towels in VTSH premises. Steps are taken to ensure that there is sufficient supply. 	

Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)
		<p>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <ul style="list-style-type: none"> • Posters remind staff, contractors, visitors or delegates about the importance of the approach and handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points. • The location of bins around the VTSH premises is checked and more are ordered if necessary. • A schedule for bins to be emptied / disinfected is in place and is adhered to. • A stock of 3 ply disposable face coverings is maintained and made available for staff, contractors, visitors or delegates who cannot socially distance on our premises. <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <ul style="list-style-type: none"> • The premises Site Manager ensures delivery of the induction package to cleaning staff, so they fully understand their role in preventing the spread of coronavirus. • The cleaning schedule is reviewed and if necessary additional staff hours are provided to ensure that DfE listed criteria are met. • Stock checks and stock control are maintained. • COVID cleaning kits are available in all teaching spaces and communal areas. • All tables and furniture in training / meeting rooms are wiped down prior to hand over • The canteen and catering areas are subject to enhanced cleaning routines. <p>5. Minimise contact between individuals and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> • Individuals are encouraged to maintain social distancing where possible • Contact between contractors, visitors or delegate attending the premises and staff/pupils of St Mary's College will be kept to a minimum • Movement around the premises by staff, contractors, visitors or delegates is minimised • Equipment is not shared, and basic items that support training events and meetings are made available to any staff, contractors, visitors or delegates who do not have their own equipment. • <p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • The school (premises staff) continues to maintain and monitor stocks of kite marked PPE and has access to supplier lists. • Gloves and aprons are provided for cleaning staff. 	

Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Face masks are worn by staff when cleaning visible bodily fluids from suspected COVID-19 case. • Stocks of PPE are regularly monitored and replenished. • Evacuation chairs have PPE packs with them which are replenished upon use. <p>7. Keeping occupied spaces well ventilated</p> <p>During training and events at the premises and hired venues, it is important to ensure it is well ventilated and a comfortable training/meeting environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • mechanical ventilation systems – (VTSH staff will liaise with staff at hired venues to) ensure these are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance (if possible, systems are adjusted to full fresh air or, if not, then systems are operated as normal as long as they are within a single room and supplemented by an outdoor air supply). • natural ventilation – opening windows (in cooler weather windows are opened to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Internal doors are opened where necessary natural ventilation – external opening doors are also opened (as long as they are not fire doors and where safe to do so). • The premises has access to and observes Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice. <p>8. Engage with the NHS Test and Trace process (respond to infection)</p> <ul style="list-style-type: none"> • VTSH staff understand the complexity of the arrangements for testing and self-isolation and ensure that staff, contractors, visitors or delegates are made aware of requirements. Special advice sheets are prepared in the event that a member of staff, contractor, visitor or delegate is sent home with symptoms. • All staff, contractors, visitors or delegates must engage with NHS Test and Trace immediately. • Local health protection advice will be followed in the event of a local outbreak. • All relevant information is available on the St Mary's College website. <p>9. Manage confirmed cases of coronavirus (COVID-19) amongst event participants.</p> <ul style="list-style-type: none"> • Contact details for the local Public Health England team and local authority health and safety team are readily to hand. • In line with current guidance, a clear process is in place to notify the appropriate authorities of any cases that test positive (e.g., the Trust, the Local Authority, the DfE/Local Health Protection Team as required). • A spreadsheet is maintained to record all staff who are self-isolating who have tested positive. These spreadsheets are kept up to date. • Use is made of any template letters provided by Public Health England / local authority as directed locally. 	

Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • The Toolkit/Action Plan for confirmed COVID-19 cases involving staff, contractors, visitors or delegates on the premises is followed for all confirmed cases. • Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DfE/PHE as required. <p>10. Contain any outbreak by following local health protection team advice.</p> <ul style="list-style-type: none"> • VTSH responds immediately to advice provided by the local health protection team. • Good working relationships are established and maintained, enabling rapid communication with local authorities and local Public Health England. 	
<p>Maintaining effective social distancing to prevent spread of COVID-19</p>		<ul style="list-style-type: none"> • Current government guidance is being applied. • Expectations of social distancing are established and communicated to all staff, contractors, visitors or delegates arriving at the premises. • Regularly reminders about social distancing are provided. • Clear social distancing signage is in place throughout the premises. • Spare chairs and desks are folded / stored away in the training room to minimise surface areas that could become contaminated. • Event / training rooms are well ventilated. • Floor markings on the premises clearly demarcate social distancing measures in areas where queues may form (e.g. school corridors, reception). • Restrictions are placed on the number of people using training or meeting spaces at any one time on the premises • Access to toilets on the premises is planned and managed to avoid large groups/queues from forming and contact between visitors and delegates and school staff/pupils. • Activities that involve shared resources are avoided, equipment and stationary is made available to each visitor or delegate. • Where possible, one-way systems are implemented for circulation. Routes are clearly marked with appropriate signage. • Appropriate signage, screens and floor markings are in place to protect reception staff and other office staff so that they can remain at a distance of 2m from any visitors. Where possible, they are further protected by screens. 	
<p>There is a member of staff, contractor, visitor or delegate with suspected</p>		<ul style="list-style-type: none"> • Current government guidance is being applied. • The school engages fully with the NHS Test and Trace process. Staff, contractors, visitors and delegates understand and act on their obligations under NHS Test and Trace to get tested if they show symptoms of COVID-19. 	

Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)
COVID-19 symptoms on the premises.	High (Red)	<ul style="list-style-type: none"> • Encourage LFT of any visitor or delegate as soon as possible after leaving an event and to inform us if a result is possible. • Appropriate guidance is followed according to the result of the test. If the test is positive this may mean sending other staff, contractors, visitors or delegates home to isolate together with staff members who may have been in close contact as defined in the latest government guidance. • Staff and contractors have been briefed regarding the need to self-isolate with symptoms or if anyone in the household has symptoms in accordance with the latest government guidance. • Procedures are in place to ensure that staff, contractors, visitors or delegates do not enter the premises if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms / have been told to self-isolate by a healthcare professional until it is safe to do so according to the latest government guidance. • Any staff, contractors, visitors or delegates who become unwell on the premises must be isolated immediately and/or sent home as soon as possible with arrangements made for them to take a test under NHS Test and Trace. • A room and separate toilet have been designated to accommodate any suspected case on any occasion that they are waiting to be collected. Additional spaces have been identified in the event of multiple simultaneous cases arising. • Arrangements are in place for staff supervision of anyone displaying COVID-19 symptoms (2m distancing should be observed and where this is not possible, they should wear suitable PPE). • Staff absence related to COVID-19 is monitored and carefully tracked so that no colleagues are accepted back on to the premises before the incubation timeline has elapsed as set out in the latest government guidance. • Arrangements are in place to notify the Trust/Local Authority of any staff who test positive for COVID-19. • Staff suspected of having COVID-19 will be sent home until confirmation of a test result under NHS Test and Trace is received. • The Toolkit/Action Plan for confirmed COVID-19 cases in school is followed for all confirmed cases. • Support and advice are sought from the Trust for any queries/complex cases. Further advice is sought from the Local Authority/DFE/PHE as required. 	Low (Green)
Access to /egress from site	Medium (Yellow)	<ul style="list-style-type: none"> • Arrangements are in place to avoid the end of events and meetings on the premises coinciding with the end of the school day. On occasions this is not possible, such as a delegate wishing to leave, supervision supports the observation of social distancing rules. • Outside doors are used to access classrooms directly where these are available and can be safely • Procedure is in place for receptionist to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms. • A dedicated waiting area and meeting room is made available for visitors, adjacent to reception. 	Low (Green)

Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)
<p>Lack of / incorrect use of PPE or inappropriate disposal leading to increased risk of infection.</p>	<p style="background-color: red; color: red;"> </p>	<ul style="list-style-type: none"> • The latest government guidance on wearing PPE in schools is applied. • Guidance has been issued to staff around need for and how to put on and take off PPE correctly. • Adequate supplies of PPE are secured for staff or contractors where risk assessment identifies wearing of PPE is required. • Guidance has been issued regarding the correct disposal of PPE. • Staff will be provided with face masks if specifically required. Gloves and aprons will also be available if required. Visors and goggles will also be made available on request. 	<p style="background-color: #c6e0b4;"> </p>
<p>Some staff, contractors, visitors or delegates (or close family members) may have increased vulnerability to infection or poorer outcomes from COVID-19.</p>	<p style="background-color: red; color: red;"> </p>	<ul style="list-style-type: none"> • The latest government guidance is applied. • Staff with underlying health issues have been provided with updated guidance and discussions have been held with them regarding attending work/school. • Individual risk assessments take place where appropriate for staff. • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the VTSH. Records for staff are kept of this and regularly updated. • Contractors and event delegates with underlying health issues are encouraged to discuss any concerns they have in relation to their contracted work/attendance at a VTSH event with their employer in the first instance. • Members of staff and contractors with underlying health conditions are encouraged to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable as set out in the latest government guidance. • For vulnerable staff, concerns are discussed, procedures explained, and risk assessments offered. • For vulnerable contractors who make us aware of concerns, these will be discussed, procedures explained and risk assessments offered. • Vulnerable delegates, who make us aware of concerns will be signposted to our risk assessment documentation so they can make an informed decision on their attendance at a VTSH event or meeting • A pregnancy risk assessment is in place for any pregnant staff. • If the risk assessment raises any significant issues for pregnant staff who are not in the third trimester, then the full range of options will be considered including working from home earlier than 28 weeks. 	<p style="background-color: #c6e0b4;"> </p>

Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)
<p>Mental health concerns for staff due to COVID-19</p>		<ul style="list-style-type: none"> • Staff are directed to useful websites and resources that they might find helpful themselves. • Line managers stay in touch regularly with staff and check that they are well. • Staff briefings and training focus on wellbeing, recognising the importance of their own wellbeing and that of their students. • Appropriate work plans are agreed with staff and support is provided where necessary. • Staff are considered individuals and managed accordingly. • Wellbeing and work-life balance are promoted with all staff. • The school has access to trained staff who can deliver any bereavement counselling and support. 	
<p>Existing site maintenance regimes are up to date and/or all systems are operational.</p>		<ul style="list-style-type: none"> • Current government guidance is being applied. • All utilities and systems (including gas, heating, water supply, mechanical and electrical systems and catering equipment) have been in commission due to the key worker and vulnerable student provision. • Where water systems have not been maintained in line with required schedules, they have been chlorinated, flushed and certified by a specialist contractor prior to reopening. • Pest control is being utilised where necessary. • Ventilation systems have been tested and any practical improvements to improve ventilation have been put in place. • A health and safety site inspection was undertaken in February 21. • The Good Estates Management toolkit checklist and guidance is in place. 	

Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)
<p>Current policies and procedures have been adapted/updated to take account of COVID-19 impact.</p>		<ul style="list-style-type: none"> • Existing policies and procedures have been updated/adapted to take account of COVID-19 impact. • Fire procedures have been reviewed and revised where required, e.g., due to: <ul style="list-style-type: none"> • students operating in year group bubbles. • social distancing rules during evacuation and at muster points • Staff and students have been briefed on any new evacuation procedures. • Incident controller has been trained/ briefed appropriately. 	
<p>VTSH contractors, visitors and delegates on-site whilst school is in operation may pose a risk to social distancing and infection control.</p>		<ul style="list-style-type: none"> • Assurances have been sought from the contractors, visitors and delegates that all people attending the premises will be in good health (symptom free) and procedures in place to ensure effective social distancing is maintained at all times. Where this is not possible (in the event of an evacuation) face coverings and PPE should be worn. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction) and these have been reviewed. 	
<p>Transmissions on the premises due to asymptomatic cases put students and staff at risk and could result in some transmissions in schools going undetected. This is a particular concern given the high transmissibility of the new variants of Covid-19.</p>		<ul style="list-style-type: none"> • Testing is provided in line with current government guidance. (<i>Scientific evidence indicates that lateral flow testing identifies new variants of Covid-19</i>) • Any testing arrangements carried out on the premises are in line with government guidance and are covered by an appropriate risk assessment, with additional control measures in place as required. • A separate risk assessment for COVID-19 testing on the premises is in place to cover testing arrangements (refer to the Trust 'COVID-19 Risk Assessment: School Based Asymptomatic Testing' for further details). 	

Area for concern	Risk rating prior to action (H/M/L)	Control measures in place	Residual risk rating (H/M/L)
Increased infection rates due to high levels of community transmission, and impact of new variants.		<ul style="list-style-type: none"> • Current government, PHE, DfE, Local Authority guidance is followed. • <u>Contingency Framework</u> implemented if/when additional restrictions are applied to Local Authority area. • DfE System of controls are implemented and regularly reviewed. • Local Authority notified of all positive cases in school. 	
Arrangements kept up to date with current guidance.		<ul style="list-style-type: none"> • COVID arrangements are regularly reviewed to ensure they are in line with current guidance, including any additional restrictions introduced as part of the Contingency Framework. 	
Clinically Extremely Vulnerable (CEV) and clinically vulnerable staff in high transmission areas are at increased risk due to the new variants.		<ul style="list-style-type: none"> • CEV staff are advised to work from home in line with current government guidance. • All staff that have been advised to shield are required to follow the guidance. • School will consider the need for any additional arrangements for CEV staff during unlocking. • Risk assessments are offered / revised for all clinically extremely vulnerable staff, and for all clinically vulnerable staff if required. 	