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**Coronavirus (COVID-19): Risk assessment for re-opening offices July 2020**

**SCITT Office at Beaumont Primary Academy-V4**

This Risk Assessment addresses the additional risks and measures taken to reduce the risk to staff and visitors from Coronavirus COVID-19, and should be read alongside other H&S guidance and risk assessments for the work place.

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| Assessment conducted by: E Beach | Job title: Director of the SCITT | Covered by this assessment: staff, visitors |
| Date of assessment: 08/11/2020 | Review interval: on receipt of updated guidance | Date of next review: 10th December 2020 |

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| --- | --- | --- | --- |
| **Consultation/Information sharing** | **Date(s) of consultation** | **Revisions made Date** | **People**  **Involved** |
| Staff | 08/11/2020 by email |  |  |
| JCNC Members |  |  |  |
| Final Documents agreed |  |  |  |
| Document shared on website |  |  |  |

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| --- | --- | --- | --- | --- |
| **Risk rating** | | **Likelihood of occurrence** | | |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major**  Causes major physical injury, harm or ill health. | High (H) | H | Medium (M) |
| **Severe**  Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| **Minor**  Causes physical or emotional discomfort. | M | L | L |

| Area for concern | Risk rating prior to action  H/M/L | Recommended controls | In place?  Yes/No | By whom? | Deadline | Risk rating following action  H/M/L |
| --- | --- | --- | --- | --- | --- | --- |
| **Preventing the Risk of Infection** | H | **Prevention**   * Staff have a duty to protect themselves and others from risks in the workplace, this includes the risk of infection from Coronavirus, and staff must be aware of and follow current government guidance. * Staff and who have tested positive for (COVID-19) in the last 7 days, or live with somebody who is displaying symptoms, must not attend the workplace. * Staff who live with somebody that has tested positive for (COVID-19) in the last 10 days, must not attend the workplace * Staff who are displaying symptoms of coronavirus (COVID-19), or live with somebody who is displaying symptoms, must not attend the workplace, until confirmation of a negative test result is available. * Contractors and visitors will not be admitted to site if they are showing symptoms of coronavirus (COVID-19), or have had contact with anybody who has tested positive within the last 10 days will not be allowed to remain on the site, checks on entry will be completed. * Where possible. Contractors will attend site when the building is not occupied, where this is not possible contractors must maintain 2m distance between themselves and staff. * Staff and Visitors will answer the questions regarding COVID 19 posed to them as they enter Beaumont Primary Academy * Strict handwashing and hygiene regimes are in place, staff and visitors will wash their hands with soap and running water, at a minimum on entry and regularly throughout the day. Staff and visitors must wash their hands upon entering Beaumont Primary Academy and sanitise at the station at the top of the stairs before entering the office. * Sanitiser stations are available, providing alcohol-based hand sanitiser * Adequate amounts of soap, tissues and bins are available in the relevant areas. * Good respiratory hygiene is in place, using the ‘catch it, bin it, kill it, approach * All offices have lidded bins * **Windows MUST ALWAYS be open in all working areas** * Cleaning routines are in line with the PHE for cleaning non-healthcare settings * Adults will maintain social distancing with other adults, wherever possible, where this is not possible other measures must be taken eg wearing faceshields * The use of communal areas, e.g. the kitchen will not be used. A kettle will be placed in the Trust office for use by SCITT staff * Staff and visitors using the kitchen area in the Trust office should wipe down handles, taps and equipment used with the wipes provided prior to leaving the area * Staff passing through the door to enter the top corridor must wipe the handle after use. This door can not be left open as per the health and safety of the children at BPA * Touch points on office equipment e.g. photocopiers must be wiped down with the wipes provided after use * Desks have been placed at least 2M apart or where this is not possible 1M with other measures in place. * Desks have been placed to ensure staff are not sat facing each other, without additional measures in place. * Limited access e.g. one person at time to narrow corridors where social distancing is not possible * Where possible staff should not share equipment, where equipment is shared e.g. phones these should be wiped down after use with the wipes provided. * All trainees will adhere to the host school’s risk assessment and will complete/sign the Safeguarding and Induction form to say that they have completed this. This will also be checked by the VT in the first half term visit * No SCITT training will take place at Beaumont Primary Academy * All SCITT training (including Secondary subject days) will move onto a virtual platform * Visiting Tutors will not visit the trainee in their host school and will conduct their QA visit via a virtual platform (guidance to be issued) | Yes | **EB** | 08/11/2020 | Medium |
| **Response to any Infection**  **Including managing confirmed cases** | H | * Staff members, will engage with the NHS Test and Trace process by:- * booking a test, as a keyworker, if they are displaying symptoms – staff must not come into the workplace if they have symptoms, and must be sent home to self-isolate if they develop them during the day. Staff are advised to select the key worker option when booking a test. * provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace * self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) * During the 2nd period of National Lockdown, each building will be treated as a bubble, if one member of the bubble tests positive for the Coronavirus all members will be expected to self isolate for 14 days and to work from home * Staff must notify their manager of the result of any test * Return to work interviews will be carried out with staff who return from either coronavirus illness or a period of self-isolation. * Staff members returning from foreign travel must observe the quarantine guidelines in place at the time. Wherever possible they must make their manager aware prior to travel. Arrangements will be made for them to work from home, during the quarantine period. * **On receipt of confirmed cases contact:-**   **Kirklees Public Health;**  **Imtiaz Hussain; 01484 222230 ext. 72398**  [**Imtiaz.hussain@kirklees.gov.uk**](mailto:Imtiaz.hussain@kirklees.gov.uk)  **Infection.control@kirklees.gov.uk**   * Once guidance/instruction has been taken from Kirklees Public Health, inform Roz Batley on 07823 320890 * The Trust will work with the Health Protection Team, to implement and measures that are required, in line with the guidance, which may include closing offices for deep cleaning. | Yes | EB | 08/11/2020 | Medium |
| **Trust**  **workforce** | H | * Staff who are considered at greater risk including pregnant women, and those who are extremely clinically vulnerable have a risk assessment in place detailing how they can continue to work safely in line with current government guidelines * During the 2nd period of National Lockdown, staff who are extremely clinically vulnerable (CEV) and have received notification from the NHS that they are on the CEV list, must work from home * Staff who may otherwise be at increased risk from coronavirus (COVID-19), including those from the BAME community and those who may be clinically vulnerable can request a Risk Assessment to identify any additional measures which may be needed to be put in place, to allow them to work safely in line with current government guidelines | Yes | EB | 08/11/2020 | Medium |
| **Staff mental health & wellbeing** | H | **•** Staff surveys have been carried out to assess how staff feel about the reopening the workplace and enable the Trust to act on any concerns staff may have.  • Managers will consider requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety, in line with the Flexible working policy.   * all staff, have access to counselling and other wellbeing support through SAS services. * Trainees have completed the Homeworking assessment | Yes | EB | 08/11/2020 | Medium |
| **Safeguarding** | H | * Safeguarding policy has been amended to refer to the coronavirus (COVID-19): Safeguarding in schools, colleges and other providers guidance. * ID checks on new employees revert to being carried out in person | Yes | EB | 08/11/2020 | Low |
| **Premises** | H | * Pre-opening checklists have been completed and submitted to the trust/uploaded onto the Ellis Whitam system * PPM and statutory testing has been completed * The site manager carries out all daily, weekly and monthly checks on the Ellis Whittam system, and reports any failings to the Principal. The site manager identifies any signs of unauthorised access, arson, vandalism or anti social behaviour on the premises * External signage is visible to show that access to the school premises is restricted * Signage is in place to ensure that all staff and visitiors are aware of restricted areas * Centralised ventilations systems (Air Conditioning) that removes and circulates air to different rooms will have the recirculation turned. * Ventilation will be improved in Offices by keeping windows open wherever possible * Hand dryers will not be used, paper towels will be provided * Dishwashers should be used wherever possible * Tea towels will be removed | Yes | EB | 08/11/2020 | Low |
| **Fire safety and evacuation routes** |  | * The Principal of Beaumont Primary Academy identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff and visitors. (Fire Evacuations as they are but spaced to cover the length of the back fence). All routes remain the same * The Director will ensure that staff and visitors are recorded as being on the premises, whilst maintaining social distancing. Electronic touch screens should not be used. | Yes | DK and EB | 08/11/2020 | High |
| **Accepting Deliveries** | M | * Good Hand hygiene should be followed after accepting any deliveries, washing hands with soap and running water for at least 20 seconds, or using the alcohol based hand sanitiser provided | Yes | EB | 08/11/2020 | Low |
| **Visiting our Academies** | H | * During the 2nd national Lockdown visiting our Academies will be kept to an absolute minimum, alternative methods including online video communications systems should be used. It is acknolwedged that on some occasions you may need to visit an Academy (eg HSE visits), during these visits you must maintain social distancing, wear your face covering in all communal areas, maintain 2M social distance from other adults, follow good hand hygiene and follow any additional measures put in place locally by the Academy. * Large meetings where social distancing is not possible, should not be held face to face, alternative methods including using safe online video communication systems should be used * When travelling to and from other locations, car sharing is not encouraged unless social distancing can be observed e.g. passenger sat diagonally opposite driver with windows open. * When attending an Academy **ALL** safety measures put in place by the Academy **MUST** be followed at all times | Yes | EB | 08/11/2020 | Medium |
| **Policies and procedures** | H | * All staff are aware of all relevant policies and procedures including, but not limited to, the following:   + Health and Safety Policy   + Accessing First Aid   + Flexible working Policy   + DSE assessments * All staff have regard to all relevant guidance and legislation including, but not limited to, the following:   + Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013   + The Health Protection (Notification) Regulations 2010   + Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’   + DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ * Staff receive any necessary training that helps ensure there is a safe office environment. * The trust keeps up-to-date with advice issued by, but not limited to, the following:   + DfE   + NHS   + Department of Health and Social Care   + PHE   + The local health protection team (HPT) * All staff and visitors are made aware of any infection control procedures and social distancing arrangements for when the office reopens via email, and notices around the site. | Yes | RB | 08/11/2020 | Low |