



# Significant Findings of Risk Assessment

<b>Site / Premises:</b> The Mead Centre	<b>Responsible Manager / Team Leader etc</b>	<b>Assessment Serial Number: 008 – 04/01/2021</b>		
<b>Department:</b> The Trust central offices	<b>Name: Emma Matthews</b>  <b>Signature: E Matthews</b>	<b>Date Carried Out or Reviewed</b>	<b>Date for Next Review</b>	<b>Reviewed By (Name)</b>
<b>Activity / Process:</b> Office activities during COVID 19 outbreak <b>During this evolving situation please monitor and follow government guidance given in the web links provided</b> <ul style="list-style-type: none"> <li>All normal working practices should be assumed to continue unless they need to be changed for the duration.</li> </ul>	<b>Most Recent Amendments:</b>  Updated relevant sections related to government advice as Leicester identified as Tier 4. Page 2,12, 13, 17 and 18.  Updated information relating to ECV staff in Tier 4. Page 8.  Updated link related to testing and self-isolation. Page 5, 9 and 11.  Updated Covid Flow Chart Procedure. (Appendix 5)	13/07/2020	17/08/2020	E Matthews/M Premdij
		17/08/2020	30/09/2020	E Matthews
		30/09/2020	30/11/2020	E Matthews
		15/10/2020	30/11/2020	E Matthews
		09/11/2020	02/12/2020	E Matthews
		18/11/2020	02/12/2020	E Matthews
		02/12/2020	04/01/2021	E Matthews
		04/01/2021	As & when government guidance changes	E Matthews

**Risk Rating.**  
 The Risk Rating process is provided for guidance only. It is the risk assessors’ evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

<b>General Principles of Control</b>	There is no ‘one size fits all’ off-the-shelf suite of control measures to suit every circumstance. The control measures are based upon the principles of, <ul style="list-style-type: none"> <li>Avoiding contact with those who have symptoms.</li> <li>Frequent hand cleaning &amp; good Respiratory hygiene practices.</li> <li>Regular Cleaning of settings.</li> <li>Minimising contact &amp; mixing (with a strong focus on group/class separation).</li> </ul> Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.	The wearing of respiratory protection (face masks) in the centre is now expected to be a routine control measure when moving around the building. The centre will support any individual who chooses to wear a face mask beyond these parameters. Appropriate respiratory protective equipment/face masks are to be used where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance
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TMET COVID-19 Risk Assessment – Spring Term 2020-21

What are the Hazards ? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who ?	Action By When ?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
<b>Catching or Spreading COVID 19</b>	Staff, Visitors		1	3	3	<p><b>Working from Home where you can</b></p> <p>Leicester has been moved to Tier 4 restrictions from 31/12/2020, therefore staff are advised to work from home where they are able to effectively do so.</p> <p>In Tier 4: Stay at Home, clinically extremely vulnerable individuals are strongly advised to work from home. If you cannot work from home, then you should not attend work. Employers should consider whether clinically extremely vulnerable individuals can take an alternative role, or change their working patterns temporarily to enable them to work from home. Where that is not possible, employers should not require individuals to attend work, but have a conversation about alternative arrangements including consideration of the use of the <a href="#">Coronavirus Job Retention Scheme (furlough)</a>.</p> <p><a href="https://www.gov.uk/find-coronavirus-local-restrictions">https://www.gov.uk/find-coronavirus-local-restrictions</a></p> <p><a href="https://www.gov.uk/guidance/tier-4-stay-at-home">https://www.gov.uk/guidance/tier-4-stay-at-home</a></p> <p>Lone working is to be avoided, however if staff <b>must</b> access the site, they must follow all safety protocols</p>	ALL	Separonwards	

		<p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc. which should be disposed of into the bins provided.</p> <p>Tissues will be provided for employees, along with bins provided for their disposal. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>Ensure frequent hand washing / sanitising is carried out by all persons throughout the day, including before &amp; after eating, after sneezing &amp; coughing or using tissues. After washing, hands should then be dried using disposable towels etc. which should be disposed of into the bins provided.</p>			<p>and call the Premises Officer to advise of their presence on site.</p> <p><a href="https://www.gov.uk/guidance/workin-g-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/workin-g-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></p> <p><b>Hands</b> Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> Posters, leaflets and other materials are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> <li>• Reception areas</li> <li>• Toilets</li> <li>• Notice boards in staffrooms, workrooms and staff kitchens</li> <li>• Meeting rooms</li> </ul> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>			
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		<p>Maintain social distancing (2m separation where practicable)</p> <p>A system should be in place to monitor which people are on site at one time, whether they are permitted to be there and where they are (no congregating) and this system should be enforced.</p>			<p>As per guidance there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</p> <p><b>Space</b></p> <p>Maximum occupancy levels in the offices are in place, in order to allow staff to resume duties on site in a safe manner.</p> <p>Screens are in place around reception desk, and between desks in Executive and Finance Office.</p> <p>Staff to be reminded regularly of the importance of social distancing both in the workplace and outside of it.</p> <p>National lockdown guidance shared with staff.</p> <p>Multiple posters and notices around the centre, and ongoing emails to remind staff of requirements.</p> <p><b>Face</b></p> <p>All employees made aware of PPE availability (gloves and masks) and use in any situation where social distancing cannot be maintained.</p>			
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		<p>Should persons disclose if personnel living with them are self-isolating, they should be encouraged to do the same for 10 days as per Government guidance.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p>			<p>Masks are available at reception for staff or visitors.</p> <p>Staff and visitors are advised to wear a face mask at all times when on site, including whilst moving around the building using shared spaces, occupying shared offices and accessing the site (corridors etc) <i>if they are able to do so.</i></p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-6-1">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-6-1</a></p> <p>Management checks to ensure this is adhered to and appropriate measures taken to address issues as they arise.</p> <p><b>COVID Symptoms/Household self-isolation</b></p> <p>Any staff or visitors displaying symptoms or awaiting COVID 19 test results should not enter the site.</p> <p>Staff must advise their line manager if their household is required to self-isolate, as per the latest guidance:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/531111/covid-19-guidance-for-households-with-possible-coronavirus-covid-19-infection.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/531111/covid-19-guidance-for-households-with-possible-coronavirus-covid-19-infection.pdf</a></p>			
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		<p>Visitors, contractors, etc. are to be informed of the COVID 19 safety precautions of the Centre (Based upon Government Guidance and this risk assessment).</p> <p>This risk assessment and any safe systems of work must be communicated to staff before they start work, and be available on site. Staff to sign to say they have read and will comply.</p> <p>Records should be kept of groups &amp; staff and their close contacts, such that these can be provided to the Local Public Health Team if required.</p> <p>Clear signage and information is displayed reminding all persons of social distancing, hygiene and hand washing requirements.</p>			<p><a href="#">s/attachment_data/file/874011/Stay_at_home_guidance_diagram.pdf</a></p> <p><b>Communication and Guidance</b></p> <p>Staff must follow the latest TMET Staff Access Guide (Appendix 1) and safety protocols when on site and provide any visitors on site the latest TMET Visitor Access Guide (Appendix 2) prior to their visit.</p> <p>Staff who arrange visitors on site must then ensure that the relevant safety guidance and forms are issued to the visitor prior to attending the site.</p> <p>Other than essential contractors whose access times and needs may vary, external visitors should be limited and visits pre-arranged.</p> <p>Visitors must also complete a Self-Declaration Form (Appendix 3) prior to entry.</p> <p>This form is available via email and accessible to all centre staff.</p> <p>An NHS Track and Trace QPR Code Poster is in place at each entrance of the Mead Centre, for staff and visitors to log their attendance at the site.</p> <p>All staff and visitors must sign in using the centre sign in screen, and staff must ensure they have appropriate contact information for each visitor in order to assist PHE if needed.</p>			
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						<p>This is being stored in a Track and Trace log by EMA and HPA centrally.</p> <p>As per national government guidance, those that can effectively work from home should do so.</p> <p>Line managers should review the maximum occupancy levels (Appendix 4) for their offices and consider a rota system for staff to resume some duties on site if appropriate. This should be discussed with the ET, and reviewed regularly, in line with government advice, and the local lockdown requirements.</p> <p>Meetings should continue be conducted via Teams or Zoom where possible, to reduce for traffic at the centre and minimise staffing bubbles to unnecessary mixing.</p> <p>Central staff should limit school site visits where possible, if necessary these should be short visits only to drop off/collect mail etc. Where site visits are required, these should be completed with central staff wearing face masks.</p> <p>Staff should then ensure a suitable length of time has passed before attending another TMET site in order to limit the risk of transmission between settings.</p> <p>Current advice can be checked here:</p>			
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		<p>Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support.</p> <p>Managers / SLT are to keep in regular contact with and monitor the wellbeing of Staff not currently working on the site.</p> <p><b>Clinically Extremely Vulnerable &amp; Clinically Vulnerable Staff (including Pregnancy)</b></p> <p>In Tier 4: Stay at Home, clinically extremely vulnerable individuals are strongly advised to work from home. If you cannot work from home, then you should not attend work. Employers should consider whether clinically extremely vulnerable individuals can take an alternative role, or change their working patterns temporarily to enable them to work from home. Where that is not possible, employers should not require individuals to attend work, but have a conversation about alternative arrangements including consideration of the use of the <a href="#">Coronavirus Job Retention Scheme (furlough)</a></p> <p>Trust Leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles where it is possible to maintain social distancing.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Members of staff that are responsible for children in the CEV category who must stay at home should discuss their circumstances with their line manager.</p> <p>There is ongoing scientific work in respect of the impact on BAME groups, particularly in front line health/care roles, We are closely monitoring guidance and at the current time this group is not considered to be clinically vulnerable based on the public health list. If this changes our response will be adapted</p>			<p><a href="https://www.gov.uk/coronavirus-employee-risk-assessment/y">https://www.gov.uk/coronavirus-employee-risk-assessment/y</a></p> <p><b>Staff Welfare and Individual Risk Assessments</b></p> <p>AMICA counselling service promoted to all employees.</p> <p>Line managers regularly keep in touch with those in work, working from home and unwell to see if they need any support.</p> <p>HR@tmet.uk – central HR can be contacted by any employee at this email address. Line managers to make colleagues aware. Staff directed to <a href="https://www.educationsupport.org.uk">https://www.educationsupport.org.uk</a> / for online support.</p> <p>Individual risk assessments for pupils updated in the context of full opening during Covid-19 in order to ensure that risks are identified and mitigated.</p> <p>An objective assessment has been made on which roles can be performed fully or partly from home and where possible home working will apply in the case of those with extreme clinical vulnerability.</p> <p>Latest guidance for Clinically Extremely Vulnerable Members of staff: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-</a></p>			
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		<p>and all employees are assured of a comprehensive risk assessment and measures to mitigate risk. If individual employees would like specific discussion about their role this will be arranged.</p> <p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p>				<p><a href="https://www.gov.uk/guidance/persons-from-covid-19-guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Line managers to consider whether there is a need to vary working hours or duties to meet needs during full opening If necessary consult with reasonable notice.</p>			
<p><b>Suspected case whilst on site or Positive Viral test result</b></p>	<p>Staff, Pupils, Visitors</p>	<p>When a person develops symptoms compatible with COVID 19 they should be sent home and isolate for 10 days. Their fellow household members should self-isolate for 10 days. All staff attending the centre will have access to a viral test <u>if they display COVID 19 symptoms</u>, and are encouraged to undertake the test in this scenario.</p> <p>Where a person tests negative for COVID 19 they can return to work, and their fellow household members can end their self-isolation.</p> <p>If the centre receives notification of a positive COVID 19 viral test they should notify the local Public Health Team.</p> <p>Where a person tests positive for COVID 19 they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues).</p> <p>Upon identifying a positive test result, the Local Public Health Team will liaise with the centre Management to determine if the rest of the staff members should be sent home and advised to self-isolate for 10 days (The other household members of that wider group do not need to self-isolate unless that person within that group subsequently develops COVID 19 symptoms).</p> <p>As part of the NHS Test &amp; Trace programme, if other cases are detected within the centre, Public Health England’s Local</p>	2	3	6	<p>Sickness absence to be recorded accurately and ensure that any COVID symptom absence is highlighted and staff are told to be tested (we may also need to provide this data to Health Protection should we have two or more confirmed cases).</p> <p>All staff are encouraged to access a test as soon as possible after displaying symptoms as per current government advice:</p> <p><a href="https://www.gov.uk/get-a-free-nhs-test-to-check-if-you-have-coronavirus">Get a free NHS test to check if you have coronavirus - GOV.UK (www.gov.uk)</a></p> <p>Shared with staff via email communication and posters on display:</p> <p><a href="#">Posters\Got Symptoms, get tested Poster.pdf</a></p> <p>Anyone who develops symptoms whilst on site, must go home immediately. Where they are unable</p>	Line Managers	Ongoing	EM

		<p>Health Protection Teams will conduct a rapid investigation and will advise on the most appropriate action to take.</p> <p>If a person receives a positive viral test result for COVID 19 or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> <li>• Notify their Line Manager immediately.</li> <li>• Avoid touching anything.</li> <li>• Go home immediately</li> <li>• All other persons are to maintain a safe distance from affected individual.</li> <li>• If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>• Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72 hrs before disposal.</li> <li>• They must then follow the guidance on self-isolation and not return until their period of self-isolation has been completed.</li> <li>• A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.</li> </ul> <p>Where persons have been in contact with someone who has been taken unwell with COVID 19 symptoms they do not need to go home to self-isolate unless they develop symptoms</p>				<p>to depart immediately, and there are other staff members on site, they will be provided with a designated room (the small community office is the designated COVID Secure room), and asked to remain there until they are able to depart (potentially waiting for collection).</p> <p>The flowchart for how to manage a suspected case on site can be found here (Appendix 5):</p> <p><a href="#">COVID 19 Response Procedure</a></p> <p>Posters to be shared/displayed:</p> <p><a href="#">Posters\Got Symptoms, get tested Poster.pdf</a></p> <p><a href="#">Posters\Stay Alert Stay at Home Poster.pdf</a></p> <p><a href="#">Posters\Stay Alert to Symptoms Poster.pdf</a></p> <p>Additional cleaning of the potential contaminated spaces will be arranged on a case by case basis via the premises team as per government guidance:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area</a></p>			
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		<p>themselves. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>If an employee with COVID 19 symptoms needs to remain at work until collected they should be located in a room separated from all other persons with the window open if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room).</p> <p>A separate toilet facility should be used if necessary. Staff should keep 2m away where possible. If a member of Staff needs to attend to the employee by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask &amp; eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use.</p> <p>If two or more cases are confirmed within 10 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the Centre will work with the Local Health Protection Team who will advise if additional action is required.</p>				<p>All staff will be reminded to use cleaning products provided to clean their desk/space on arrival and departure of the building. Staff should clean shared spaces, such as door handles, taps, touch screens etc. on an as you go basis using the wipes provided.</p> <p>Communication and guidance to staff will be provided should there be a confirmed case at the centre:</p> <p><a href="#">Template letter - Informing Staff of Contact with Symptomatic Individual.docx</a></p>			
<b>Travel off site</b>	Staff, Pupils	<p><b>Travel is only required for essential purposes.</b></p> <p>Implement social distancing where possible. When on foot - 2m clearance from other persons, or if this is not possible, then 1m apart with additional precautions i.e. wearing face masks, staying side by side, minimising time spent together.</p> <p>All persons to limit their use of public transport.</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Travel by coach etc is to be minimised, with social distancing and/or groupings practiced throughout. Contact with the driver is to be avoided, and any SEN requirements considered when reducing risks and minimise contact.</p>	2	3	6	<p>All staff to be encouraged to travel to work by car, walking or cycling and to avoid the use of public transport. Where unavoidable face covering must be worn on public transport and in private car hire, or shared vehicles. The use of shared transport should be minimised at all times to reduce risk of transmission.</p> <p>Staff who use public transport may discuss working arrangements with their line manager, in order to minimise unnecessary travel, and this may involve the employee working from home on a temporary or rota'd basis.</p>			

		<p>All persons are to wash and dry their hands upon completion of the journey. Drivers are to have access to and use hand sanitiser throughout the journey.</p> <p>Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties etc.) when travelling as a passenger in a vehicle you should wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet.</p> <p>Where possible, open vehicle windows for increased ventilation.</p>				<p>Regular reminders issued to all staff regarding travelling to and from work.</p> <p>Visitors reminded of safe travel guidance, and remote meetings via Zoom/Teams suggested to minimise the use of public transport where appropriate.</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>Staff are directed to follow guidance for safer travel as follows: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>Staff with no access to private transport are encouraged to avoid accessing the site unless the need is essential.</p> <p>Poster: <a href="#">Posters\Stay Alert Travel Poster.pdf</a></p>			
<b>Contamination during Access to &amp; egress from site</b>	Staff, Visitors	<p>Where possible, implement the following practices:</p> <ul style="list-style-type: none"> <li>• Introduce staggered start and finish times to reduce congestion and contact at all times.</li> <li>• Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</li> <li>• Remove or disable entry systems that require skin contact. (Ensure other measures to ensure security are in place where necessary).</li> </ul>	2	2	4	<p><b>Working from Home where you can</b> Leicester has been moved to Tier 4 restrictions from 31/12/2020, therefore staff are advised to work from home where they are able to effectively do so.</p> <p>In Tier 4: Stay at Home, clinically extremely vulnerable individuals are strongly advised to work from home. If you cannot work from home, then you</p>			

		<ul style="list-style-type: none"> <li>Require all persons to wash &amp; dry or clean their hands before entering or leaving the site. <i>Hand washing with soap to be at least 20 seconds each time.</i></li> <li>Allow plenty of space (two metres) between people waiting to enter site.</li> <li>Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</li> <li>Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.</li> <li>The process for removing &amp; where appropriate disposing of face masks used during travel is communicated to staff &amp; visitors, and covered bins provided.</li> </ul> <p><b>Visitors</b> No non-essential visitors are allowed onto the site.</p> <p>All visitors to be made aware of site rules.</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. Ensure a log is kept of areas visited and people they have been in contact with.</p> <p>External visitors (from outside TMET) should <b>be minimised and avoided from 31/12/2020.</b></p>			<p>should not attend work. Employers should consider whether clinically extremely vulnerable individuals can take an alternative role, or change their working patterns temporarily to enable them to work from home. Where that is not possible, employers should not require individuals to attend work, but have a conversation about alternative arrangements including consideration of the use of the <a href="https://www.gov.uk/coronavirus-job-retention-scheme">Coronavirus Job Retention Scheme (furlough)</a>.</p> <p><a href="https://www.gov.uk/find-coronavirus-local-restrictions">https://www.gov.uk/find-coronavirus-local-restrictions</a></p> <p><a href="https://www.gov.uk/guidance/tier-4-stay-at-home">https://www.gov.uk/guidance/tier-4-stay-at-home</a></p> <p>Staff must follow the Staff Access Guide when accessing the site at all times.</p> <p>Meetings conducted via remote methods such as Teams or Zoom where able to do so.</p> <p>Visitors provided with a copy of the Visitor Access Guide prior to attending the site.</p> <p>Any visitor attending the site must complete a Self-Declaration form prior to attendance.</p> <p>Staff must keep their line manager informed of a case of suspected COVID</p>			
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		<p><b>Staff</b> Staff who are showing any of the signs of COVID -19 may NOT come to the site.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into work.</p> <p>Staff have been informed about the need for self-isolation, etc. as advised by the Government.</p> <p>Staff are to pay due regard to social distancing requirements when parking &amp; accessing their vehicles.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.</p> <p>A protocol should be in place to deal with those arriving at the centre who are not supposed to be there.</p>				<p>19, or the need for self-isolation of their household.</p> <p>Staff must follow all increased hygiene and social distancing expectations whilst on site.</p> <p><b>Any person arriving without prior planning should be asked to contact the relevant staff member and schedule their visit as per the centre requirements.</b></p> <p>This will be shared alongside the guides on the Trust website.</p>			
<p><b>Contamination within Internal Areas</b></p>	<p>Staff, Pupils, Visitors</p>	<p>Desks should be as far apart as possible, with the aim of placing the sitting positions 2m apart where possible. Sitting positions should be side to side, forward facing and not facing each other.</p> <p>Communal areas to be organised as far as possible to allow 2m separation between Staff.</p> <p>Consider marking out separate areas for each group etc.</p> <p>Where possible Staff are to maintain a safe distance between each other (2 metres). The use of the kitchen is to be kept to a minimum.</p> <p>Limit the number of Staff in each room/area as far as possible to follow social distancing guidance. Where possible, Staff are to keep 2m apart from other Staff avoid close face to face contact, and minimise necessary contact within 1m of others.</p>	2	3	6	<p>Screens are in place around the reception desk, and between desks in the two large communal offices.</p> <p>Seating in the meeting rooms has been reduced to allow for social distancing. Kitchen use is limited to one person at a time. Staff advised to use their own cup/crockery/eating utensils and visitors supplied with disposable cups.</p> <p>Maximum room occupancy levels are illustrated on each office and shared space (kitchen/seating area).</p>			

		<p>All persons are to wash &amp; dry/sanitize their hands upon entering the building.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry and regularly thereafter.</li> <li>• Use alcohol-based hand sanitiser.</li> <li>• Wash hands if face is touched.</li> <li>• All hand contact surfaces to be regularly cleaned.</li> </ul> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p><b>Staff to Staff interaction;</b></p> <ul style="list-style-type: none"> <li>• Staff should only complete authorised activities,</li> <li>• No close contact activities (within 2 metre distance).</li> </ul> <p><b>Equipment, Activities and resources</b></p> <ul style="list-style-type: none"> <li>• Limit the use of shared resources.</li> <li>• Staff have their own allocated individual frequently used resources such as pens &amp; pencils.</li> <li>• All equipment &amp; resources are to be regularly cleaned (including IT equipment), and equipment &amp; resources that are shared between groups are cleaned between each use.</li> </ul> <p>Where possible, meetings are to be held by remote means, rather than face to face (i.e. video calling).</p>			<p>Hand gel and wipes available in each office, kitchen, and W.C.</p> <p>Posters highlighting this are distributed across the centre.</p> <p>The photocopier must be cleaned before and after each use, using the wipes supplied and people should wash their hands immediately before and after use.</p> <p>Direct instructions will be given to staff and breaches dealt with seriously as failure to comply could increase the self-isolation need.</p> <p><b>No hot-desking is permitted, with staff advised to maintain their own workspace, by wiping down surfaces, mouse, phone etc. before and after use.</b></p> <p>Meeting room usage needs to maintain social distancing. Signage displayed reminding of social distancing rules. Staff are advised to conduct meetings using Teams or Zoom as necessary. If a face to face meeting is required the meeting rooms MUST be booked in advance, to ensure that social distancing and maximum</p>			
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		<p>Doors may be propped open to reduce contact points, provided fire safety, security &amp; safeguarding requirements <b>are not compromised</b>. <b>Fire doors should not be held open – unless by the use of devices that automatically release them in the event of a fire alarm activation.</b></p> <p>Consider fitting Maglocks (magnetic release devices) to doors where appropriate that must operate in a fail-safe way to ensure fire safety is maintained.</p> <p>Ensure occupied rooms are well ventilated, opening windows where possible. Centralised ventilation systems that circulate air between different rooms only are to be turned off, and fresh air ventilation selected. <i>Ventilation systems that use a mix of recirculated and fresh air, or single room recirculating units are acceptable, and the use of desk fans etc may help to prevent pockets of stagnant air.</i></p> <p>Where possible implement a one-way system for travelling within the centre (consider partitioning corridors where this is not practicable - but only if the fire safety arrangements of the centre are not compromised). When walking along corridors or using the stairs all persons are to keep to the left (or right) side in order to enhance segregation. Maintain a consistent side to walk on throughout the premises.</p> <p>Where not already provided, a screen is to be fitted to separate the main Reception Staff from persons entering the building.</p> <p>Bins are to be provided in each main room to collect used tissues, and emptied regularly.</p> <p>Drinking water fountains are not in use (Additional drinking water facilities may need to be provided - i.e. bottled water).</p>				<p>room occupancy levels can be adhered to.</p> <p>Staff briefings reviewed and changes made to comply with social distancing rules. Consider video meetings if social distancing isn't possible.</p> <p>When on site, staff must prop open doors and open windows to ventilate the space thoroughly. <b>Fire doors must stay closed.</b></p> <p><b>Ensure frequent hand hygiene is maintained, and limit travel around the building to minimise the touching of shared surfaces such as door handles.</b></p> <p>The main reception inner door will remain open, to limit the risk of contamination via the exit. (Operated by a push button typically).</p> <p>Screens in place in reception and Finance and Executive Team office.</p>			
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<b>Contamination in Outdoor Areas</b>	Staff,	Facilities should be sufficient to provide adequate shelter from inclement or hot weather where necessary.  Accessing the building is by key card only.	1	2	2	Staff are reminded to maintain social distancing measures in the car park.  Post box access is limited and the box to be cleaned prior and after post collected.			
<b>Allocation of Staff</b>	Staff	Staffing allocation will be at the line managers discretion, led by the Exec Team, in regards to expectations evolving from working at home to working on site in the autumn term.  <ul style="list-style-type: none"> <li>Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.</li> <li>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc.</li> <li>There is an emphasis on ensuring social distancing amongst staff; therefore, the smallest number of staff are allocated to an office.</li> <li>Cleaning staff rotas should be reviewed to ensure appropriate coverage.</li> <li>Only essential lone working is permitted. Those staff identified as possibly lone working should read and sign the lone worker risk assessment.</li> </ul>	1	3	3	<b>Working from Home where you can</b> Leicester has been moved to Tier 4 restrictions from 31/12/2020, therefore staff are advised to work from home where they are able to effectively do so.  In Tier 4: Stay at Home, clinically extremely vulnerable individuals are strongly advised to work from home. If you cannot work from home, then you should not attend work. Employers should consider whether clinically extremely vulnerable individuals can take an alternative role, or change their working patterns temporarily to enable them to work from home. Where that is not possible, employers should not require individuals to attend work, but have a conversation about alternative arrangements including consideration of the use of the <a href="#">Coronavirus Job Retention Scheme (furlough)</a> .  <a href="https://www.gov.uk/find-coronavirus-local-restrictions">https://www.gov.uk/find-coronavirus-local-restrictions</a>  <a href="https://www.gov.uk/guidance/tier-4-stay-at-home">https://www.gov.uk/guidance/tier-4-stay-at-home</a>			

						<p>Access will be available to staff in a limited, organised manner.</p> <p>Maximum room occupancy levels must be adhered to when on site, and rotas should be implemented to ensure this is adhered to where necessary. (Finance Office/Reception). Meeting rooms MUST be booked in advance.</p>			
<b>Work planning</b>	Staff,	Areas are to be organised to allow effective separation between all Staff (the desks should be as far apart as possible). Consider marking out areas so to provide a clear means of maintaining 2m distance.	1	3	3	<p>Screens in place around reception desk, and between desks in Executive and Finance Office.</p> <p>Maximum room occupancy levels must be adhered to when on site, and rotas should be implemented to ensure this is adhered to where necessary. (Finance Office/Reception). Meeting rooms MUST be booked in advance.</p> <p>Masks are available at reception for staff or visitors.</p> <p>Staff and visitors are advised to wear a face mask at all times when on site, including whilst moving around the building using shared spaces, occupying shared offices and accessing the site (corridors etc) <i>if they are able to do so.</i></p> <p>Lone working is to be avoided, however if staff must access the site, they must follow all safety protocols and call the Premises Officer to advise of their presence on site.</p>			



						<p>where appropriate. Staff should maintain their own notebooks/and stationary and keep clean after use.</p> <p>The photocopier/shredder/microwave must be cleaned with wipes before and after use and hands washed thoroughly by users before and after use. Hand gel will be available.</p> <p>TMET HR has issued guidance to staff who are Extremely Clinically Vulnerable and Clinically Vulnerable on 5<sup>th</sup> November.</p> <p>Well-being checks on staff who are working from home are made via line managers, with regular calls, email and virtual meetings taking place to keep the teams supported.</p> <p>Staff should access Amica for support by calling 0116 254 4388.  <a href="http://www.amica-counselling.uk/contact-us/">http://www.amica-counselling.uk/contact-us/</a></p>			
<b>Cleaning</b>	Staff, Pupils, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required)</li> <li>• Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>• Rooms or areas shared by different groups are to be cleaned between each group use.</li> </ul>	1	4	4	<p>The centre will be cleaned as part of the daily cleaning rota in place at North Mead, with the cleaning staff accessing the site as part of their rota through the day.</p> <p>This will be monitored by the Premises team and Office Manager, using “Last Cleaned” reports on each of the W.C.s, shared meeting rooms offices and kitchen. (Appendix 6)</p> <p>Where a suspected/confirmed case occurs, the additional cleaning</p>	KR/RH	Ongoing	

		<ul style="list-style-type: none"> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used).</li> <li>• Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>• When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces.</li> <li>• Cleaners are to wash &amp; dry their hands after removing the PPE.</li> </ul> <p>Only cleaning products supplied are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents &amp; bleach. If Covid 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p>				<p>guidance by government will be implemented:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area</a></p> <p>PPE has been provided to the cleaning team.</p> <p>Each site to consider cleaning needs during the day and arrangements in place for deep cleans as areas come into use.</p> <p>If additional cleaning hours are required each Business Manager should firstly speak with the Trust central team to establish whether there are any spare resources internally. Failing this then extra hours will be offered to existing cleaners, other roles will be redeployed to this area or external cleaning hours will be purchased.</p> <p>All employees made aware of PPE availability (gloves and masks) and use in any situation where social distancing cannot be maintained.</p>			
<p><b>Deliveries &amp; Waste collection.</b></p>	<p>Staff, Delivery drivers, Waste collection operators</p>	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p>	2	3	6	<p>Post box to be emptied by designated staff, hands to be washed thoroughly after post distributed.</p>			

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		<p>Hands are to be thoroughly washed &amp; dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>				<p>Hands washed by all recipients of post upon receipt.</p> <p>Posters are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> <li>• Kitchen</li> <li>• Reception area</li> <li>• Toilets</li> <li>• Notice board in corridor</li> <li>• Meeting rooms</li> </ul> <p>Link to display items:</p> <p><a href="#">Posters</a></p> <p>Pedal bins in place around the centre.</p>			
<b>Contractors</b>	Staff, , Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>• Repeat the hand washing/sanitising regularly.</li> </ul> <p>Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Also who they have been in contact with for tracing purposes.</p>	2	3	6	<p>Contractors will be provided an induction regarding the new protocols should they need to be on site.</p> <p>Visitor Access Guide shared prior to attendance.</p>	KR/ RH	As need ed	

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		<p>Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Contractors &amp; Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</p>							
<b>Poor hygiene</b>	Staff, Pupils, Visitors	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc., which should be disposed of into the bins provided.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Provide additional hand washing &amp; drying facilities where necessary.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>	2	3	6	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Hand dryers in the WC facilities have been turned off so that disposable towels are used.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Wall mounted 'hands free' hand sanitizer units have been installed at the entrance points of the building.</p>	EM	KR/R HU	

						<p>Hand sanitizer will be made available in portable containers until wall mounted units arrive.</p> <p>Posters are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> <li>• Kitchen</li> <li>• Reception area</li> <li>• Toilets</li> <li>• Notice board in corridor</li> <li>• Meeting rooms</li> </ul> <p>Link to display items:</p> <p><a href="I:\Admin\COVID 19 Planning">I:\Admin\COVID 19 Planning</a></p> <p>Lidded Bins will also be placed in reception for visitors to dispose of tissues and wipes. These bins will be emptied daily as a minimum and the waste disposed.</p>			
<b>Kitchen use - exposure from large numbers of persons</b>	Staff, Visitors	<p>All persons should be required to stay on site once they have entered it and not use local shops etc.</p> <p>Food and drink should only be consumed in dedicated facilities where possible.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact. In dining halls each group is to be kept separate from others.</p>	1	3	3	<p>Kitchen use is limited to one person at a time only.</p> <p>Soap and Hand gel/sanitiser is provided, on the kitchen for staff use.</p> <p>Staff are encouraged to bring in their lunch rather than venture out at lunch times.</p> <p>The dining space has been re laid out to minimise contact, staff must clean the tables after use.</p> <p>A pedal lid bin used for all rubbish and waste.</p>			

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		<p>Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p>				<p>The microwave and fridge should be used minimally, and users should wash their hands prior and following use.</p>			
<b>Use of toilets</b>	Staff, Visitors	<p>Allow staggered start and finish times to reduce congestion and contact wherever possible.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Bin liners should be used in all bins.</p> <p>Consider the disconnection of forced air hand driers to reduce unnecessary air movement (This may require the provision of additional hand towels/tissues).</p> <p>Limit the number of persons using the toilet and shower facilities to single groups or classes at any one time.</p> <p>Wash &amp; dry hands after using the facilities.</p>	2	2	4	<p>Soap and hand gel available in all toilets.</p> <p>Additional hygiene reminders in place in all toilets:</p> <p><a href="#">Posters\Stay Alert Hand Wash Poster.pdf</a></p> <p>Additional waste bins in place in every room.</p>	EM		
<b>Lack of awareness</b>	Staff, Visitors	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements.</p>	1	4	4	<p>Posters are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> <li>• Kitchen</li> <li>• Reception area</li> <li>• Toilets</li> </ul>	EM		

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		<p>Signs are to be displayed outside meeting rooms and offices etc identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>“Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>				<ul style="list-style-type: none"> <li>• Notice board in corridor</li> <li>• Meeting rooms</li> </ul> <p>A staff briefing (Appendix 5) will be shared via email, with one to one discussions over the phone for staff with additional concerns or queries.</p> <p>A visitor access guide created ready to share prior to site visit.</p>			
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Pupils, Visitors, Contractors	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p> <p>Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP’s and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19.</p>	2	3	6	<p>Doors are to be propped open to allow airflow and ventilation and reduce contamination of door handles etc.</p> <p><b>Fire doors are NOT to be propped open.</b></p>			
<b>First Aid provision</b>	Staff Pupils, Visitors	<p>First aider numbers &amp; locations may need to be reviewed to ensure appropriate cover is maintained.</p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash &amp; dry the hands and any points of contact, and clean &amp; disinfect the affected area.</p>	2	3	6	<p>Due to the limited access and staffing on site, KRO or RHU are to be the named First Aiders during this period, and PPE has been provided to be used during First Aid activities (gloves and masks).</p> <p>Additional training sought for EMA to increase First Aid provision.</p> <p><a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <p>Posters to be updated with Ext /Contact Numbers for First Aiders on site.</p>	EM		

**Government & NHS Guidance**

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

Local Restrictions

<https://www.gov.uk/find-coronavirus-local-restrictions>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Travel guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

Guidance for the full opening of schools from the start of the autumn term:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

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

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Trust Appendix:

Appendix 1-[Staff Access Guide](#)

Appendix 2-[Visitor Access Guide](#)

Appendix 3-[Self Declaration Form](#)

Appendix 4-[Maximum Occupancy Levels](#)

Appendix 5-[COVID Response Flowchart](#)

Appendix 6-[Cleaning Monitoring Sheets](#)

Appendix 7-[Staff Briefing](#)

Scoring Table			Risk Scoring Guide		
LEVEL OF RISK	OVERALL RATING	HOW THE RISK SHOULD BE TACKLED/MANAGED	Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.		
HIGH RISK	15-25	Immediate Management Action			
MEDIUM RISK	9-12	Plan for Change			
LOW RISK	1-8	Continue to Manage			

  

1	2	3	IMPACT	SCORE	HEALTH & SAFETY EFFECT

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Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic

Impact (B)

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
Major	4	Death of an employee, service user, member of the public, etc.
Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

LIKELIHOOD	SCORE	EXPECTED FREQUENCY
Almost Certain	5	Reasonable to expect that the event <b>WILL</b> undoubtedly happen/recur, possibly frequently and is probable in the current year
Probable / Likely	4	Event is <b>MORE THAN LIKELY</b> to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
Possible	3	<b>LITTLE LIKELIHOOD</b> of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
Unlikely	2	Event <b>NOT EXPECTED</b> . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
Very Unlikely /Rare	1	<b>EXCEPTIONAL</b> event. This will probably never happen/recur. A barely feasible event.

Likelihood Criteria (A)