

Combined Risk Assessment Return to operations - Covid 19

Updated 19/05/20
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Coronavirus Risk Assessment for Education								
Location/Dept: South Gloucestershire and Stroud College Group- SGS BERKELY GREEN UTC						Assessed by:		
Task/Activity: Dealing with coronavirus – return to work for...						Reference Number:		
Task	Hazard/Risk	Persons at risk	General guidance and controls	0	Controls in place	Severity (1-5)	Likelihood (1-5)	total
			SGS Group/Council/Gov guidance	UTC				
				Overview of opening situation	Opening from 15th June likely numbers 10 per day with 2/3 teaching staff. To use open Study area and 1/2 computers rooms ground floor only with no access to any other areas.	4	1	4
Estates Health & Safety	Accident or illness caused by issue arising from prolonged closure of school buildings.	Students Staff Parents Visitors	Ensure all normal health & safety checks, inspections and maintenance are up to date. Consider flushing of water systems if left unused. Discussions with insurer to determine further requirements. (SGS AT Group action)	3 yrs old	Building has been in continuous use with weekly flushing of water systems.	4	2	8
			Ventilation and other HVAC systems	HVAC systems in place including filters.	Quote from Interserve to order disinfection of system as a precaution. Windows used to naturally ventilate Study area. Wc's extract only no windows. Classrooms have stand alone ventilation systems fresh air only.	4	1	4
Deciding who attends the school								
	Transmission of Coronavirus due to lack of space for social distancing	Students Staff	Only those year groups approved by government and students specifically sanctioned by the Head of the school may attend the school and only at agreed set times. Usage of COVID 19 Return to Work form with staff. Undertake the Ellis Whittam COVID-19 Vulnerable Persons Risk Assessment.	Some Years 10 and 12 to return from 15/06/20. Expecting circa 50. Initially opening will be base don circa 15 students invited per day with circa 10 expected.	All students have been informed of plans and are aware whether they can attend the school and on which days and times.	4	1	4
	Increased risk of Coronavirus from students for staff that have undertaken foreign travel	Students Staff Parents Visitors	Monitor foreign travel and risk assess based on prevailing guidance.		No foreign travel current permitted for most UK citizens. V Low risk.	4	1	4
	Transmission of Coronavirus to those most at risk.	Students Staff Parents Visitors	Vulnerable employees and students (clinically vulnerable to Coronavirus) identified and told not to attend school if shielding. Consider other risk factors - age, obesity, pregnancy and ethnicity. New and expectant mothers risk assessment completed, if required.	X clinically vulnerable staff and X clinically vulnerable students.	Vulnerable staff and learners have been identified via staff survey or EHCP, and will not be on site	4	1	4
Travelling to school.								
Being on the bus travelling to and from the school site.	Transmission of Coronavirus due to lack of space for social distancing	Students Bus drivers	Liaison with bus providers who will govern of operation and social distancing on their transport. Established arrangements are in place between the school and transport companies	Applegates and Stagecoach	No buses to run during June. Applegates and Stagecoach will potentially put in place their own arrangements from July onwards. (under review)	4	1	4
Arrival at school.								
Drop off in carpark area. From buses and cars.	Transmission of Coronavirus when social groups and lack of social distancing.	Students Staff Parents Visitors	All students and staff will be expected to socially distance at all times. Communication on drop of procedures sent to all parents and carers.	Social congregating in carpark and outside of entrances.	A member of SLT will oversee arrivals each day. Queuing system in car park area and staff presence to enforce social distancing. All students required to walk single file from drop off to UTC reception. No deviation permitted to Restaurant or smoking areas.	4	1	4
			Cycle storage facilities available – employees and pupils encouraged to walk/cycle to school (where feasible).	Cycle storage available.	Limited number of pupils able to cycle, have been encouraged to do so. Bikes will be separated to ensure social distancing.	4	1	4
			Car park spaces – consider coning off every other space and having in place clear signage from spaces to building entry point to promote 2m spacing.	Shared car park with GSTP	Upper car parks to have every other space blocked with a cone to aid social distancing when staff and pupils arrive together in a short space of time.	2	2	4
Entrance to buildings.	Transmission of Coronavirus from cross contamination on door surfacing or card readers.	Students Staff Parents Visitors	To reduce the number of contact points by removing barriers where consistent with Safeguarding and fire safety.	Automatic doors and Salto card readers for all students and staff	Both sets of Automatic doors left on auto opening. Salto barriers disengaged with staff presence to ensure safeguarding. Only touch points for staff will be computer room doors.	4	2	8
Student and staff personal items	Increased risk of transmission from items including phones and laptops.	Students Staff Parents	Personal times brought into the school to be strictly limited to essential or healthcare items. Bags to be as small as possible.		Staff laptops and phones are encouraged, rather than using shared devices. Where shared devices are used, staff will be encouraged to ensure they are wiped down before and after use.	4	2	8

Interactions with reception staff	Transmission of Coronavirus due to number of Social interactions and risk of exposure for reception staff.	Reception staff Staff Visitors	Ensuring 2m distancing at all times.	All pupils pass reception area and interact with staff for lost badges etc.	Repositioning of signing in books and safeguarding literature. Reception staff will be protected by a plastic barrier screen. SGS to provide screen.	4	2	8
Student activity before official lesson starts.	Transmission of Coronavirus when social groups and lack of social distancing.	Students Staff Visitors	All student will be expected to proceed directly to classrooms with no social time in corridors or circulation areas.	Delivery to take place in main Study area space directly off reception.	No opportunity to gather other than in 10 person group overseen by teacher.	4	2	8
Visitors arriving	Transmission of Coronavirus due to number of Social interactions and risk of exposure for reception staff.	Students Staff Visitors	All visitors by appointment only, numbers limited to absolute essential visits only. Hand Gel provided at reception. All visitors other than contractors requiring essential access will be limited to the school reception area and adjacent meeting facilities.	No meetings expected in first 2 weeks of opening.	Use of conference room for meetings with visitors only. Use of separate doors for staff and visitors. Hand sanitizer at entrance point. Sign in with mobile number to permit tracing.	4	2	8
			Cancellation of all non essential events involving visitors (including Governors and Parents meetings)		All no essential meetings and visitors have been cancelled.	4	1	4
Staff Meetings	Transmission of Coronavirus due to number of Social interactions and risk of exposure for reception staff.	Staff	To use TEAMS or other online meetings unless in exceptional circumstances.		All meetings held online.	4	1	4
Common areas	Transmission of Coronavirus due to cross contamination spread across buildings ensuring tracing of area a person suspected of having the virus as visited.		Pupil and staff limiting access to certain areas of the building. Recording any additional areas they have entered.		Student interaction/activity limited to a two specified areas. In the event of an outbreak we are able to identify room, toilet, and learning space for every child and staff.	4	2	8
Use of WCs.	Transmission of Coronavirus due to cross contamination from doors and other surfaces	Students Staff Visitors	Increased awareness of hand washing procedures. Pupils allocated specific wk. area to spread risk. · Toilets to have a regular supply of hot and cold water complete with soap and towels.	Individually accessed Unisex wc cubicles.	Numbered signs to confirm allocated wc's for pupils. Pupils will be escorted to wc area by a teacher. Supplies of soap and water available in all wc areas.	4	2	8
Use of staff tea points and staff rooms	Transmission of Coronavirus due to cross contamination from doors and other surfaces.	Students Staff	No use of shared tea points and staff rooms.	Ground floor shared tea point.	Tea point to be closed. Staff encouraged to bring drinks from home in Thermos flasks.	4	1	4
Circulation of staff and pupils in corridors.	Transmission of Coronavirus due to cross contamination from doors and other surfaces.	Students Staff	All staff and pupils to maintenance 2m distance at all times. · The flow of learners and staff around the school should be reviewed to enable 2m distancing to be maintained, where possible (i.e. Control measures could include one way systems, staggered lesson change, dividers installed in the middle of corridors or floor markers).	Building lends itself to one way operation, if number of floors in operation are limited. Wides corridors permit social distancing if required.	All deliver in first weeks will be continued on ground floor only, no one way system required.	4	1	4
Lifts	Transmission of Coronavirus due to lack of space for social distancing and/or cross contamination	Students Staff Visitors	Lifts only to be used by those with clinical need. (Is the clinical need such that they should not be attending site?)	Lifts are only accessed by approved salto cards.	Lift only accessible by estates Salto card on request.	4	1	4
First Aid and welfare								
Access to first aid	Inadequate first aid cover if limited staff on site.	Learners Staff Contractors Visitors	Access number of staff and learners and required first aid cover, based on normal ratios for the school.		1 first aider per 50 staff and students to be maintained as a minimum ratio. FA will provide cover as required.	4	1	4
Protection of first aiders	Cross contamination and ensuring social distancing		Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted: · Washing hands or using hand sanitiser, before and after treating injured person; · Wear gloves or cover hands when dealing with open wounds; · If CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; · If CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. · Dispose of all waste safely. (See disposal of waste below) Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.	Ground floor first aid room	Meeting room to be used for people showing C-19 symptoms. Doors to be kept open whilst waiting for collection. Room to be deep cleaned when vacant again. FA room retained for non-C19 incidents.	4	2	8
Suspected or confirmed case of CV at the school.	Transmission of Coronavirus	Learners Staff Contractors Visitors	If an employee, learner or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point. Decontamination – following advice/guidance from the Health Protection Team.		All staff and learners to be aware of procedures to be followed. Pupils to be isolated in Multi Faith room until can be collected by a parent. Teacher to support from outside of room.	4	2	8
			Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including: -All surfaces and objects which are visibly contaminated with body fluids; -All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. -Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected -If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.	Interseve are cleaning provide.	Head to ascertain potential locations that the person has been in and advise Interseve supervisor who will carry out a clean according to set Procedures.	3	2	6
			Refer to separate children with (EHC) Plan's in place risk assessments.	X pupils with EHCP	All EHCP have been reviewed in line with guidance.	4	2	8
			Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.		All first aid staff made aware.	4	2	8
Access to catering provision								
Food for students and staff	Inadequate food and drink provision for welfare of students and staff.	Students Staff	Staff advised to bring only food to work.	Contractor Aramark	No food will be provided during first weeks of opening. Students will be required to bring packed lunches.	4	1	4

Queuing and eating areas	Transmission of Coronavirus due to lack of space for social distancing	Students Staff	2m separation at all times. Staggered break times. Lunch and breaks staggered to minimise social gatherings for pupils and staff. Halls, dining areas are used with half normal capacities.	Use of cyber café tables	Students will eat patched lunches at tables 2m apart overseen by teachers.	3	2	6
Staff handling and preparing food	Cross contamination	Students Staff	Limited risk due to high food hygiene standards.	In place	No food served on site- children bring their own	3	2	6
Money and student pay cards.		Students Staff Catering Contractors	Contactless payments only. No cash.	In place	No food served on site- children bring their own	3	2	6
Classrooms								0
Use of classrooms	Transmission of Coronavirus due to lack of space for social distancing.	Students Staff	Reduce number of rooms in use to ease cleaning. Use of single open space to enable cleaning to be concentrated on one area. Consider usage of outdoor spaces for teaching and learning to limit chance of transmission.		Use of open Study area for main delivery. Where numbers require additional computers ground floor computer rooms will be used. Delivery each day will be either the Study area or a single computer room and will not be mixed. Students will have dedicated computer labelled with their name for all their time in the building. No access to any other teaching spaces.	4	2	8
Access and egress	Transmission of Coronavirus due to lack of space for social distancing.		2m separation at all times. Use of one way system if possible.		Students in the study area will access the area directly from the main reception. Students using a computer room will proceed in single file in and out of the room.	3	2	6
Pupil locations during lessons	Transmission of Coronavirus due to lack of space for social distancing.		Class sizes reduced in order to ensure 2m spacing is achievable. (Alternative that tutor classes are treated as a single "family" group for all activities) EW - social distancing one metre apart whilst seated at desks (where possible, otherwise - as far apart as possible) Space audit conducted in order to evaluate the splitting of class sizes in half (no more than 15) with desks space as far apart as possible and unnecessary items/furniture removed.		2m spacing between desks in any classrooms in use.	4	2	8
Teacher locations during lessons	Transmission of Coronavirus due to lack of space for social distancing		Ensure teaching locations are 2m from the nearest pupil. Screens maybe required in some spaces.		Teacher location to vary within Study area and Computer rooms as required to oversee students works. 2m distancing to be kept at all time. Face shield set to be worn in computer rooms.	4	2	8
Teaching activity	Transmission of Coronavirus due to lack of space for social distancing and/or cross contamination		No work to be handed in on paper, electronic only. No activities involving shared equipment without thorough sanitization between use. Items such as headphones and microphones not to be shared and to taken home with learners. The usage of play/gym/sports equipment is supervised and cleaned between different cohort groups and never used by mixed cohort groups at the same time.		All work to be computer based. Cleaners to clean all unused stations each morning.	3	2	6
Specialist teaching areas								
Computer rooms	Transmission of Coronavirus due to lack of space for social distancing		No access on reopening, unless required under EHCP		Ground floor computer rooms only to be used as above.	4	2	8
Science labs	Transmission of Coronavirus due to lack of space for social distancing		No access on reopening, unless required under EHCP		No access on reopening to be reviewed.	4	1	4
Engineering and workshop areas.	Transmission of Coronavirus due to lack of space for social distancing		No access on reopening, unless required under EHCP		No access on reopening to be reviewed.	4	1	4
Sports halls and sports equipment	Transmission of Coronavirus due to lack of space for social distancing		No access on reopening, unless required under EHCP		No access on reopening to be reviewed.	4	1	4
Movement Rooms	Transmission of Coronavirus due to lack of space for social distancing		No access on reopening, unless required under EHCP		No access on reopening to be reviewed.	4	1	4
Food tech	Transmission of Coronavirus due to lack of space for social distancing		No access on reopening, unless required under EHCP		No access on reopening to be reviewed.	4	1	4
Staff areas								
Use of office areas.	Transmission of Coronavirus due to lack of space for social distancing		2m separation at all times.	Various office location throughout school no single staff room.	All office areas to be closed.	4	1	4
Use of staff rooms	Transmission of Coronavirus due to lack of space for social distancing		Closure or 2m separation at all times.	Various office location throughout school no single staff room.	To be closed with no access.	4	1	4
Staff meeting rooms	Transmission of Coronavirus due to lack of space for social distancing		Closure or 2m separation at all times.	Conference room	Not to be used.	4	1	4
End of the school day								
Pupils leaving buildings	Social groups and enforcing social distancing.		Staff to over see exit form buildings and ensure single file movement to transport.		Use of external games area for pupils to socially distance whilst awaiting transport. Over seen by member of staff. Gates wiped and locked by FA after all pupils have left.	4	1	4
Cleaning	Cross contamination from one day to the next		Extended/amended hours to ensure cleaning can take place.	Interserve	2 cleaning staff form 7am to 3pm with through cleans conducted before students arrive and after they leave sit	4	1	4
School plan								
One way routes				No plan required	All activities limited to ground floor only, Study area or a single computer room. If required planning in place for use of one way system to first floor only.	4	2	8
Classrooms to be used.				No plan required	Study area and single computer room only.	4	2	8
Communication								
Communicating with students and staff.	Adverse impact on mental health due to concerns over Coronavirus and lack of information.	Staff Learners Parents	Regular family contact to ensure that those children from families with symptoms do not attend school. Close liaison between families regarding symptoms, the college/school will not monitor temperatures.		Regular briefings to parents. Consider Coronavirus contract to ensure buy in to guidance and procedures provided by the school to be signed by student and parents and deliver to school into a sealed box or emailed.	4	2	8
			Specific site signage for prepared for - WC Open way system		New signage in place	4	1	4

			Refer to and ensure all staff are aware of its contents and new protocols.		Staff are kept up-to-date with daily communications as required and weekly whole staff briefings. There are additional meetings held via TEAMS and in person on site to review the week ahead and discuss issues arising with children.	4	1	4
			Staying COVID-19 Secure in 2020 poster in place at reception.		placed in reception.			0
Other tasks								
Cleaning operations	Transmission of Coronavirus due to inadequate cleaning regime		Clean and disinfect frequently touched objects and surfaces.	Interserve	To be undertaken by Interserve. 2 cleaning staff form 7am to 3pm with through cleans conducted before students arrive and after they leave site	4	2	8
			Clean School building(s) on a daily basis, including frequently touched surfaces (railings, tables, sports equipment, door and window handles, toys, teaching and learning aids).	Interserve	To be undertaken by Interserve	4	1	4
			Undertake the Ellis Whittam COVID-19 Daily Cleaning Checklist.	Interserve	To be undertaken by Interserve	4	1	4
			Hand-contact points cleaned daily/where practicable.	Interserve	To be undertaken by Interserve	4	1	4
Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	Transmission of Coronavirus		All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.	Reception dealing with post.	Ensure regular hand sanitisation.	4	1	4
			Catering staff to maintain good hygiene in line with guidelines and HACCP.	Aramark	Not applicable	4	1	4
			Posters promoting good hand hygiene displayed in food areas.			4	1	4
Disposal of waste that may be contaminated by a coronavirus sufferer	Transmission of Coronavirus	Learners Staff Contractors Visitors	All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.	Interserve	Interserve to deal with all waste.	4	1	4
			Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.		Follow guidance from HPT	4	2	8
General prevention of Transmission	Transmission of Coronavirus	Learners Staff Contractors Visitors	Basic infection controls should be followed as recommended by the government:- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. - Put used tissues in the bin straight away. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Do not touch your eyes, nose or mouth if your hands are not clean.		Will ensure staff and students will follow all guidance.	4	2	8
			Hand sanitiser to be available at key points through buildings, entrances and exits of buildings, near food outlets and toilets (if appropriate).		At reception.	4	2	8
			Undertake the Ellis Whittam COVID-19 Daily Management Checklist.		To be produced by Estates for each setting	4	1	4
			Undertake the Ellis Whittam COVID-19 Contractor Checklist – inviting contractors on site.		To be produced by Estates for each setting	4	1	4
Use of PPE	Ensuring proper use of PPE if required as a final line of defence.		Adequate supplies of facemasks, eye protection, gloves and aprons are available for pupils who become unwell at school and need direct personal care – if 2m cannot be maintained.		In place by 5/6 We will support students supplying and wearing their own face mask if it helps with anxiety and limiting transmission of infection; Students may wear whatever PPE they feel safe with if they supply themselves. PPE will be provided for students who become unwell at school and need direct personal care – if 2m cannot be maintained.	4	1	4

Risk/Priority Indicator

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption,
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX				
LIKELIHOOD	5	15	20	
	4	12	16	
	3	9	12	
	2	6	8	
	1	3	4	
		3	4	

Summary	
Dec-25	
06-Nov	
01-May	

Daily Monitoring

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government		(NAME)	
Reviewed and updated the risk assessment to incorporate any		(NAME)	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are		(NAME)	
Identified and implemented the (new) recommended control		(NAME)	

CAMPUS ACTION

Action	Yes	Confirmed by	Comments