

## **GENERAL RISK ASSESSMENT Cavendish Education & Training Ltd** Meynell Road,

Quorn, Quorn, Loughborough, LE12 8BQ **Location: Quorn Hall**

**Title :** Autumn Term Covid Risk **Date of Assessment :** 20/08/2020 **Risk Assessor :** Marie Shaw

**Risk Assessment Reference :** A1 V1 **People involved in making this assessment :**

**Task/ Process :** Full reopening of school **People at Risk :** Employees, Contractors, Members of the Public, Children & Young Persons

**Hazard : Communication & Training** Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

### **Control Measures:**

1. We make contact with individuals who are unwell and ensure that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the premises. Staff to report to Anna Fitzpatrick. Please use drive through testing where possible.
2. Employees are instructed to promote good respiratory hygiene by educating the 'catch it, bin it, kill it' approach.
3. We talk to staff about the plans (for example, safety measures, timetable changes )
4. Employees are provided with this risk assessment, they must sign to state they have read and understood the content.
5. Posters are displayed throughout the school, regarding social distancing where possible, hand washing and hygiene measures.
6. Meetings will be held between management and key members of staff to discuss effective procedures and procedural changes when required.
7. We will use the track and trace system for all students, staff and visitors who test positive. All details are held confidentially and destroyed in line with GDPR guidelines.

**Hazard : Personal Protective Equipment (PPE)** Incorrect use of PPE resulting in risk or transfer of virus.

### **Control Measures:**

1. Wearing a face covering or face mask in schools or other education settings is not recommended. Kitchen staff will wear face shields when serving food to pupils and staff
2. PPE will be used if a child, young person or other learner becomes unwell with symptoms of

coronavirus while in their setting and needs direct personal care until they can return home.

3. In relation to the control measure above, a face mask should be worn by the supervising adult if social distancing cannot be maintained.

4. If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

5. Shielded and clinically vulnerable children, young people and staff are not expected to be attending school or college, and they should continue to be supported at home as much as possible.

**Hazard : Cleaning and Hygiene** Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.

**Control Measures:**

Date Generated: 21/08/2020 12:27:34

Page: 1 | 5 © Copyright PBS 2016

1. Both employees and pupils are instructed to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

2. Employees are instructed to promote good respiratory hygiene by educating the 'catch it, bin it, kill it' approach.

3. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc). Contract cleaning staff have been increased in line with the increased cleaning regimes.

4. Cleaning regimes have been implemented on a more frequent basis, and will take place on the following times [all classroom areas and shared spaces such as dining rooms etc will be cleaned at the end of every day and at regular intervals throughout the day].

5. A colour-coded cleaning system is used by cleaning staff, to prevent cross contamination of surfaces.

6. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.

7. Staff are required to report anything contaminated or spilt that requires cleaning. Any areas where a suspected Covid 19 symptomatic person has been in school will be deep cleaned. PPE to be worn.

8. All substances have been adequately risk assessed by a competent person.

**Hazard : Classroom layout arrangements and group sizes** Overcrowding of classrooms leading to higher risk of outbreak.

**Control Measures:**

1. Classes have no more than 8 pupils per small group and one teacher (and up to 2 teaching assistants).

2. If there are any shortages of teachers, then teaching assistants are allocated to lead a group, working under the direction of a teacher. In the event the learning is not being able to happen on site we will

immediately revert to remote teaching and learning.

3. The whole school is treated as a single bubble of up to 60 students and all staff. This will enable us to keep open as many classes as possible on site but could mean that we have to revert to remote teaching

and learning at times for up to 14 days

4. There will be some specialist rotation of staff to ensure full access to the curriculum. Staff may be used to cover other staff who are sick, quarantining or shielding where necessary.

5. Wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.

6. We have removed unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.

7. students Soft furnishings will be kept soft in their toys and their own toys workspace that are hard to clean have been removed (such as those with intricate parts). Sensory or attachment items that are required by individual 8. Play equipment frequently used is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.

9. Kitchen including cooking areas and serving areas are out of bounds for all pupils. Only two staff to be in each area at any one time. Drinks and breakfast will be served from the hatch and or tables to avoid

the need to enter the kitchen areas.

10. Staff are to keep their own cups and take them home to clean each day.

**Hazard : Communal halls and shared rooms** Overcrowding of communal areas leading to higher risk of outbreak.

**Control Measures:**

1. We stagger the use of staff rooms and offices to limit occupancy. Limit to 4 staff at any one time Page: 2 | 5 © Copyright PBS 2016

Date Generated: 21/08/2020 12:27:34

2. Cleaning between groups between groups is in place.

3. During breaks between lessons, these areas can be shared as long as different Primary and Secondary do not mix (and especially do not play sports or games together).

4. Halls, dining areas and internal and external sports facilities for lunch and exercise at used at half capacity where possible.

**Hazard : Use of shared resources** Potential risk or transfer of virus through cross-contamination.

**Control Measures:**

1. We have limited the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.

2. cases We prevent are provided the sharing and no of equipment stationery to and be other brought equipment in from home where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. Own pencil 3. Trays are to be used during lunch service to avoid cross

contamination in the dinner line. Paper cups and disposable drinks stirrers will be used to prevent cross

contamination. Knives and forks will be placed on each tray by the kitchen staff who will be wearing gloves.

**Hazard : Outside areas** Not implementing the use of outdoor areas may result in higher capacity indoors leading to higher risk or transfer of the virus.

**Control Measures:**

1. We used the outdoor areas for education, where possible, as this can limit transmission and more easily allow for distance between children and staff.

**Hazard : Contractor control and third parties e.g. parents** Inadequate communication with third parties.

**Control Measures:**

1. We tell parents that if their child needs to be accompanied to school this has to be pre-arranged and meet all other risk assessment guidelines below.

2. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.

3. Communication took place with contractors and suppliers that will need to prepare to support our plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.

4. Regular communication via email / Parent app's to ensure any changes in procedure are communicated.

5. Visitors to the school are only permitted by prior arrangement and for those who Covid 19 symptom free.

**Hazard : Transport arrangements** Inadequate transport arrangements leading to close contact and overcrowding.

**Control Measures:**

1. We ensure parents and young people are aware of recommendations on transport to and from school

2. Making sure schools, parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.

3. The school have ensured that transport arrangements cater for any changes to start and finish times.

4. We have made sure that any contracted transport providers do not operate if they or a member of their household are displaying any symptoms of coronavirus. All drivers and escorts are to remain in their

vehicles at all times.

Date Generated: 21/08/2020 12:27:34

5. We have made sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.

6. Revised travel plans have been communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).

7. 15 Staff mins who in total are from required pick up travel to drop on off. Public No transport car sharing must for follow staff is all allowed gov't guidelines if the journey and is wear over a 15 clean mins. face mask each journey. Staff may car share if the journey is less than 8. No unnecessary travel on coaches, buses and trains. School trips only to local areas following an approved trip risk assessment.

**Hazard : Waste** Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

**Control Measures:**

1. Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.
2. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff.
3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Waste bins are provided within classrooms, common areas.

**Hazard : Close contact** Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

**Control Measures:**

1. change Physical of clothing contact, after such such as handshakes, contact. hugs, pat on the back, etc. is to be avoided. Therapeutic hugs are to be planned with SLT agreement and staff are to bring in a
2. Staff are instructed where able to avoid contact and follow social distancing rules, however due to the nature of work this may be necessary to provide care.
3. PI Interventions. Individual student risk assessment to be followed in consultation with parent, carers, Social Workers etc.

**Hazard : Communal facilities, entrance, toilets, stairs.** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

**Control Measures:**

1. a higher Contract specification. cleaning services have been increased. Toilets and communal areas, along with classrooms, are cleaned more frequently than before and the cleaning routine is to 2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS, DfE and Public Health hand washing advice posters displayed.
3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. dispensers, Staff made etc) aware & objects that where which welfare are visibly facilities contaminated are used with during bodily the working fluids must day, not they be must touched have & an reported awareness to a Martin of surfaces Hazlewood. (toilets, sinks, door handles, soap, and soap 5. Staff are required to ensure that pupils' coats, scarfs and other outdoor items are stored separately avoiding contact with other people's personal items.

Date Generated: 21/08/2020 12:27:34

Page: 4 | 5 © Copyright PBS 2016

**Hazard : Vulnerable employees or children** Vulnerable employees or children with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse affect on their health and wellbeing.

**Control Measures:**

1. In accordance with Govt. policy children who are in the vulnerable and high risk categories are not allowed on the premises. They will be provided with materials to work from home.
2. All staff who are vulnerable or shielding will be given a Staff CV 19 risk assessment to complete. Those who score with a Covid Risk above 70 will be individually discussed and a separate risk assessment will be completed with them.

**Documents Associated with this Risk Assessment:**

**Review Date :** 15/10/2021 **Reviewer :** Marie Shaw

