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Overview

As the country moves to Step 4 of the roadmap, the government continues to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance.

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Summary: RISK ASSESSMENT for Thinking Operations staff

Subject of Assessment	Thinking Operations staff activities following Step 4 (Covid focus)	Assessment Date	21/07/2021
Location			
Assessor	James Fenlon	Review Date	Weekly by Head of Estates

Information: This risk assessment is to be read through completely. Note that this must be a dynamic risk assessment and changes may be made through an ad-hoc basis due to changes in Government advice; any possible cases of CV-19 etc

Link to Government advice:

Overall Collection: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Specific Operational Guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

CONTROL MEASURES

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a system of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

1. Ensure good hygiene for everyone
 2. Maintain appropriate cleaning regimes
 3. Keep occupied spaces well ventilated.
 4. Follow Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19
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Ref No.	Hazard-the main hazard for all items listed below is the potential of infection. The column below highlights key areas of risk	Control Measures	Risk Level	Additional control measures to reduce risk	Residual Risk Level
1	Staff shows symptoms of Covid-19 before start of work	<p>Staff who show symptoms should not attend site but should follow Government guidance to self-isolate at home</p> <p>Should contact Line Manager to inform of this</p> <p>Staff should be tested as soon as possible.</p>	High		
2	Staff shows symptoms Covid-19 whilst at work	<p>If an employee develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> • Ensure their Line Manager is informed • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. <p>They must then follow the guidance on testing and self-isolation</p> <p>Staff to provide areas of work and places they travelled. These areas are to be cleaned thoroughly using PPE and disposable materials.</p>	Medium		

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3	Actions following a confirmed case	<p>When a staff member develops symptoms compatible with coronavirus, they should be sent home and advised to follow Government guidance on getting a PCR test and self-isolating.</p> <p>Area should be cleaned as per Government guidance</p>	Medium		
4	Clinically vulnerable Staff member	<p>Staff member can still attend their workplace setting</p> <p>If concerned, please contact the HR team on hr@tsatrust.org.uk and they will provide advice and guidance</p>	Medium		
5	Clinically extremely vulnerable staff member	<p>Staff who are clinically extremely vulnerable should attend the workplace.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.</p> <p>If concerned, please contact the HR team on hr@tsatrust.org.uk and they will provide advice and guidance</p>	Medium		
6	Living in the same household with a shielded person (extremely clinically vulnerable)	<p>Staff member can still attend their workplace setting</p>	Low		
7	Living in the same household with a clinically vulnerable person	<p>Staff member can still attend their workplace setting</p>			

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8	Handwashing	<p>Allow regular breaks to wash hands</p> <p>Signage to reinforce this message across the site</p> <p>Provide additional hand washing facilities and hand sanitisers</p> <p>Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times</p> <p>Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable</p> <p>Regularly clean the hand washing facilities</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p>	Low		
9	Ventilation	<p>Ensure rooms / spaces have adequate ventilation. This could be natural (doors open where not fire doors, windows open) and mechanical (fans, ducts etc).</p> <p>To ensure thermal comfort in cold weather, you can:</p> <ul style="list-style-type: none"> • Only open windows partially • Open top of windows • Consider opening windows fully at certain points of the day to purge the air • Adapting dress code to enable staff to wear thicker, more comfortable clothes. • Moving desk spaces away from open windows/doors 			
10	Equipment	<p>Ensure equipment is wiped clean with suitable disinfectant wipe after use (where feasible).</p>	Medium		

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11	Good respiratory hygiene	Tissues available in rest room and offices Staff reminded of good hygiene Bins emptied regularly Signs displayed (Catch it, Kill It, Bin It)	Medium		
12	Office areas	Ensure office areas are well ventilated, have hand washing supplies and bins for disposal of tissues.	Medium		
13	Cleaning	Facilities staff/RFM to monitor cleaning stocks and supplies daily Disinfectant sprays and paper towels to be available in rooms	Medium		
14	Toilets – Staff	Clear signage on washing of hands Encourage good ventilation with windows open and extraction switched on Hand dryers can be used	Medium		
15	Transport	Staff should be encouraged to follow the Governments advice on transport: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	Medium		
16	PPE	Guidance for PPE is where it is currently used (facilities, science, technology etc.) or when a specified person is dealing with a person with symptoms of CV 19	Medium		

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		Face coverings are no longer advised for pupils, staff and visitors in classrooms or in communal areas.			
17	First Aid / Accidents Incidents &	<p>Accident reporting procedures to remain unchanged</p> <p>Adequate supplies of first aid and PPE to be available in kits and first aid rooms. See link for contents of a first aid box.. https://www.hse.gov.uk/simple-health-safety/firstaid/what-to-put-in-your-first-aid-kit.htm</p>	Medium		
18	Meetings	Where meetings are held, ensure a well ventilated room is used.	Medium		
19	Fire / Evacuation	<p>All sites must relook at their fire plan and fire risk assessment to ensure any changes captured in this document are reflected in updated procedures. This might include:</p> <ul style="list-style-type: none"> • updated evacuation sites <p>All changes to fire /evacuation procedures must be communicated to all staff, pupils and relevant stakeholders.</p>	High	Communicate any updated procedures to all staff	Medium
20	Asymptomatic Testing	<p>TSAT will provide support for members of staff (to include teaching, support, local central and associated contractors e.g. cleaning and catering) with access to 2 Lateral Flow Test Devices per week where possible and associated help with recording and reporting results -this will take place through the Summer holiday and through September</p> <p>Family members of staff can access home testing kits (see Government advice at :</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/</p>	Medium		

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21	Staff Wellbeing	<p>Wellbeing portal: All employees have access to the Trust wellbeing portal which offers unlimited access to information, advice and emotional support on a number of wellbeing subjects including stress. Employees can access this site at www.my-eap.com/login Please contact your line manager for username</p> <p>Access to free confidential counselling service: Employees can access the 24 hour a day 365 days a year counselling support phone line on 0800 1116 387. Via this hotline employees can be assessed for access to face to face counselling session.</p> <p>Line Managers can also discuss individual employee's wellbeing and stress with TSAT HR on 0333302050.</p>	Medium		Low
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Risk Rating Matrix (Physical)

Risk level = Severity x Likelihood

Severity (S)		Likelihood (L)		
		Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability	(High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability	(Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness	(Low)	MEDIUM (M)	LOW (L)	LOW (L)

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Risk Rating Matrix (Emotional)

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
<p>Death/suicide, severe depression, long term mental health issues Long term / repeated deliberate risk-taking. Emotional impact severe enough to trigger referral to another service e.g. CAMHS/GP/EP and/or significant medical intervention e.g. attempted suicide/anorexia/school refusal (High)</p>	HIGH (H)	HIGH (H)	MEDIUM (M)
<p>Emotional response that results in deteriorating / erratic attendance, withdrawing / not engaging, anxiety, fear, worry, impacts on behaviour of others (e.g. negativity, irritability, negative emotions, lacks of concentration, lack of motivation) (Medium)</p>	HIGH (H)	MEDIUM (M)	LOW (L)
<p>Significant distress or upset that can be addressed or resolved within a few days i.e. has no lasting negative impact Upset/ distress that subsides relatively quickly and with minimal additional support i.e. within a day or so</p>	MEDIUM (M)	LOW (L)	LOW (L)

Residual Risk is the risk that remains after the additional control measures are in place.

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ADDITIONAL INFORMATION:
Notes, comments, further details, outline procedures, safe systems of work, standards, drawings, etc.

Risk Assessment Circulation list (tick box)			
Employee		Line Manager	
Signature of assessor:			
			
Print Name:	James Fenlon		
Date Assessed:	03/08/2021	Review Date:	Weekly

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APPENDIX 2: OUTBREAK MANAGEMENT PLAN (TO FOLLOW)

APPENDIX 3: GRID OF CONTROLS (TO FOLLOW)

APPENDIX 4: COVID RESPONSE FLOWCHART (TO FOLLOW)

