

THOMAS HARDYE RISK ASSESSMENT

Specific education advice and support is available through the childrenc19@dorsetcouncil.gov.uk email box or if urgent through calling Mark Blackman on **01305 228241**

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

School Name:	Specific Actions	Residual Risks	Lead responsible and completed date
Thomas Hardy			
Planning and organising			
Ensure that all health and safety compliance checks have been undertaken before opening in respect of:	All relevant checks carried out on: <ul style="list-style-type: none"> • hot and cold water systems • gas safety • fire safety • kitchen equipment • security including access control and intruder alarm systems • ventilation • Legionella 	Low	Site Team Morgan Matthews (Fire)

<p>Organise small class groups, as described in the 'class or group sizes' section above</p>	<p>Years 9, 10 and 11 will be working in half year bubbles – students will be allocated to a block and all lessons will take place in it. The teachers will move between blocks.</p> <p>Years 12 and 13 will be separate bubbles – study areas will be provided for each bubble (likely to include the theatre and library for one year group and the sixth form area for the other)</p> <p>Note - Cleaning of rooms will not take place between lessons unless the room is going to be used by students from a different bubble (this is only likely to be in a few ICT rooms and some science labs). We will provide wipes for this purpose.</p> <p>Students to use toilets in their allocated block</p> <p>If break/lunch is wet then students will be encouraged to go to their tutor rooms to eat</p> <p>The end of school day will be staggered to avoid year groups mixing unnecessarily.</p>	<p>Low</p>	<p>Iain Cornell</p>
<p>Organise classrooms with seating facing forward where possible</p> <p>Meeting Room</p>	<p>Designated classrooms to be set up with desks facing forward where possible, and to allow for staff to distance from students. Site Team to ensure communal areas are well- ventilated.</p> <p>Teaching rooms should be well-ventilated.</p> <p>Seating plans for every class will be uploaded to the 'populated seating plans' file on the U drive (for ease of identifying close contacts). It is imperative that students sit in their allocated places.</p> <p>Staff to be asked to remove fans and avoid using air conditioning unless discussed with Laura Cheney or Karen Aldridge</p>	<p>Low</p>	<p>Site team Classroom Teachers</p>

<p>Reception</p> <p>Tutor Rooms / Staff Bases /</p> <p>Offices</p>	<p>The meeting room in the main reception area will be the allocated room for anyone suffering symptoms, and the staff toilet in reception will be available if required. Thorough cleaning will take place if either of these areas have to be used in this way.</p> <p>A Perspex screen has been installed and any visitors will report at the Reception Hatch instead of the desk.</p> <p>Staff encouraged to eat in offices and tutor rooms, can use staff bases as long as social distancing/hygiene measures are observed. Consider reconfiguration of seating areas to allow for social distancing.</p> <p>Offices to be configured to allow for social distancing of two metres. If this is not possible then consider back to back working or side to side working and limiting use of desks. Keep area well ventilated. Avoid sharing any equipment unless cleaned between different users. Consider use of “Drop off points”, to be used for equipment to be left for 72 hours or cleaned. Minimise activity time at fixed equipment and avoid the need to queue or congregate i.e. photocopiers. Reduce movement and non-essential trips around the building. Reduce visitors to the office, and movement around the building, by use of phone, email, virtual meetings etc. Ensure social distancing maintained when visitors do have to attend the office, using signage or temporary physical barrier. Ensure good hand hygiene when moving from one room/area to another entering/leaving the office and site. Also before and after eating and use of toilets.</p>		<p>All Staff and Managers</p> <p>Managers to monitor and supervise</p>
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Canteen Staff	<p>Hand sanitiser and wipes to be located in offices. Regular cleaning of workstations and equipment.</p> <p>In circumstances where social distancing is unachievable then limit time spent in situation i.e. 15 minutes maximum. Ideally staff should have own workstation and if this is not possible then cleaning will be required between different users.</p> <p>Hygiene measures are in place.</p> <p>Redesign of some areas to allow for social distancing . Social distancing to be maintained during rest breaks indoors or outdoors.</p>		Canteen staff Lou Thomson to monitor and supervise
Stagger assembly groups	Bubble assemblies to take place at start of term	Low	Iain Cornell
Stagger lunchtimes so that all children are not moving around the school at the same time. Separate service points for lower school during break	<p>Breakfast club will still run in the main canteen – cleaning afterwards</p> <p>Students will be allocated outside areas (for before school/break/lunchtime) as follows:</p> <ul style="list-style-type: none"> Year 9 – area outside the communication block and a portion of the field Year 10 – area outside the library and a portion of the field Year 11 – the tennis courts and a portion of the field Year 12/13 – area outside the sixth form <p>Students will be encouraged to go either to these outside areas before school starts, or go straight to their tutor room</p> <p>If break/lunch is wet then students will be encouraged to go to their tutor rooms to eat</p>	Low	Sixth form team College teams SLT

	<p>Breaktime – in the lower school canteen there will be separate service points for each year group</p> <p>Lunchtime – will work as follows:</p> <p style="padding-left: 40px;">12.40 – Year 9 served from all service points 12.50 – Year 10 served (alternate with Yr 11) 1.00 – Year 11 served (alternate with Yr 10)</p> <p>Sixth form – 12.40 Year 12/12.50 Year 13. The sixth form canteen will be open all day but only students eating/drinking will be able to sit in (socially distanced in year 12 and 13 together). Regular cleaning of tables/benches will take place</p>		
Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere	Class teachers to consider and arrange with the Site Team where required for the removal of any unnecessary furniture and/or equipment from the classroom, to facilitate the rearrangement of desks, to permit socially distant seating. To take place on first two inset days in September	Low	Class teachers Site team if required
Consider how children and young people arrive at the education or childcare setting	<p>Work with travel providers to ensure compliance while travelling.</p> <p>Check social distancing strategies in place for any student arriving by taxi</p>	Low	Iain Cornell
Vulnerable staff and students	<p>Staff are not obliged to share medical information however the school is working proactively with anyone who divulges vulnerability in line with DfE guidance. Exceptionally vulnerable staff will complete a risk assessment with the Health and Safety Manager, Karen Aldridge.</p> <p>Student information is available on SIMS. E4E are managing their vulnerable students in line with DfE guidance on safe handling and social distancing. Particularly vulnerable students will have an individual risk assessment.</p>	Low	Elaine Hurley Karen Aldridge Laura Cheney
E4E			

First Aid	<p>Where routine intimate care is provided the same Personal Protective Equipment (PPE) should be continue to be used. Any Extremely Vulnerable staff and Clinically Vulnerable staff, including BAME staff and pregnant staff providing intimate care may be advised to use additional PPE as an outcome of their individual risk assessments. Face fit testing to be arranged and undertaken by staff where Respiratory Protective Equipment (RPE) is required to be worn i.e. aerosol generating procedures (AGP)</p> <p>Personal Protective Equipment (PPE) - Fluid Resistant Mask type IIR, plastic apron and gloves, both of which are single use and disposable, will only be necessary when dealing with a symptomatic individual, if social distancing of 2 metres cannot be achieved. Eye protection (visor/goggles) may be required as an outcome subject to risk assessment.</p> <p>Any Extremely Vulnerable staff and Clinically Vulnerable staff, including BAME staff and pregnant staff providing intimate care may be advised to use additional PPE as an outcome of their individual risk assessments.</p>		<p>Claire Noble/ Elaine Hurley</p> <p>Laura Cheney/Linda New All First Aiders</p>
School uniform	Full school uniform to be worn, except when Dance students have a practical lesson.	Low	Completed via MF update13.10.20
Communicating your plans			
Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any	<p>Clear notices for parents on school website and via MF letter</p> <p>All contractors to be contacted regarding revised deliveries</p> <p>All suppliers to be advised that any deliveries are to be offloaded and delivered to the Site Office using a designated area in the carpark nearest to the Site Office.</p>	Low	<p>Jan McKie SLT Site Team Anita Pullen</p>

symptoms of coronavirus (following the <u>COVID-19: guidance for households with possible coronavirus infection</u>)	Contractors and suppliers (delivery drivers) to use designated toilet near to the Site Office, and cleaning will need to be arranged by the Site Team after use by them. Parents will receive a clear message from the Head regarding when NOT to send a student in to school		
Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Include in above message. Clear guidance on how to contact staff about issues is in place and working well	Low	SLT
Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times).	Work with travel providers to ensure compliance while travelling Buses – the staggering of the end of school will help to keep year groups apart on the buses, although this cannot be monitored. In addition the wearing of face masks will be encouraged but it is not possible to monitor this on journeys.	Low	Iain Cornell
Talk to staff about the plans (for example, safety measures, timetable changes and staggered departure times),	Staff briefings in first week back after the summer break. Staff to attend on designated department day. Further information via the head teacher as required. 'Isolated to Invigorated' programme of CPD has taken place, with further session on 1 Sept. This will be ongoing as required.	Low	SLT Tim Ennion & Vicki Needham
Communicate early with contractors and suppliers that will need to prepare to support your plans for	Cleaners have been in school throughout and are in regular communication with Jan McKie The catering team have been working throughout – daily liaison between Lou Thompson and Laura Cheney.	Low	Jan McKie Laura Cheney Site team

opening for example, cleaning, catering, food supplies, hygiene suppliers	The site team are in regular contact with hygiene suppliers, and have a daily programme for flushing all taps and toilets, including legionnaires checks Delivery Drivers and Contractors advised to park in an area in the Sixth Form carpark and report to site Team.		Kev White
Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	Process of deep cleaning has been operational since lockdown started. Revised cleaning schedule in attached risk assessment	Low	Jan McKie
Staff required to wear PPE	Advice regarding donning and doffing of PPE. Requirement from 8 March for all staff to wear face masks indoors, including classrooms (unless exempt)		Laura Cheney
When open			
For cleaning and hygiene: follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u>	Mark A Foxwell m.a.foxwell@dorsetcc.gov.uk Can advise on specific issues.		
Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments	Taps and dryers are now all operational There are automatic sanitisers in every classroom with clear instructions on its safe use Wall dispensers, containing sanitiser, are in place at designated points in the buildings (eg outside the theatre, in the sixth form common rooms, in the canteen etc)	Low	Laura Cheney Site team
Clean surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks,	Clear process for staff and students to follow for start/end of lessons: Students to sanitise on entry to classroom every lesson Students to also sanitise on leaving the lesson at the start of lunchtime	Medium	Jan McKie Site Team Contract cleaners MF

<p>toilets, light switches, bannisters, more regularly than normal</p>	<p><i>Text books can be left in a drop zone for 72 hours before being used by anyone else.</i></p> <p><i>Electronic issue to considered.</i></p> <p><i>Any paper copies of work sheets and handouts can be sent electronically or printed off for each student. If laminated they can be cleaned between use by different students.</i></p> <p>Revised cleaning schedule.</p> <p>Commercially available product 'Zoono' is being used throughout the school – it gives 21-day protection against viruses. Keyboards will be treated every 14 days. In addition a 24-hour protective hand sanitiser is available to all staff – it is located in the medical room.</p>		
<p>Face Masks</p>	<p>All students/staff/visitors must wear a face covering in all indoor communal areas of the school and in classrooms from 8 March 2021 (this will be reviewed by the DfE over the Easter break). Those people exempt from wearing a face mask will receive a 'pass' which will be personalised and can be worn on a lanyard if wished.</p>		<p>Laura Cheney</p>
<p>Response to Potential Infection</p>	<p>Removal and escort of symptomatic person to the Meeting Room by designated staff, until they can be collected.</p> <p>Consideration of any subsequent actions in respect of any students and staff who have had contact with the symptomatic person which could involve relocating them from the room, cleaning and wearing of face masks.</p> <p>The school will engage with NHS Test and Trace process.</p> <p>Manage confirmed cases.</p>		<p>Laura Cheney/Linda New.</p> <p>Laura Cheney/ Karen Aldridge</p>

	Contain an outbreak by following advice from the local health protection team.		
Emergency Evacuation	As social distancing cannot be achieved as it will delay the evacuation. Social distancing and hygiene at Assembly Point/s.		Laura Cheney
Hygiene: ensure that all adults and children...			
Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning	Clear process for staff and students to follow, to include posters around school	Medium	SLT Teachers to monitor and supervise
Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing	Clear process for staff and students to follow, to include posters around school Sanitisers in all rooms should be used at the start of all lessons and before entering the canteen.	Medium	SLT Teachers to monitor and supervise
are encouraged not to touch their mouth, eyes and nose	Develop routines with children and staff	Medium	SLT All staff
Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Clear routines developed Cleaning schedule to include removal of waste safely	Medium	SLT All staff
Ensure that help is available for children and young people who have trouble	E4E to provide support for those students needing physical interventions – PPE available – see individual student risk assessments	Medium	SLT Elaine Hurley

cleaning their hands independently			
Ensure that bins for tissues are emptied throughout the day	Consider disposal routes, double bag and leave for 72 hours (for contaminated waste only – if a student or staff member is suffering with symptoms) Bins emptied as per attached cleaning risk assessment document. Ensure that any PPE, including face masks, are not put into recycling bins.	Medium	SLT, incl. Jan McKie for new schedule
Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	Remember to minimise the risk of falls from height by ensuring that window restrictors remain in place.	Low	All staff
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Following advice from fire officer, fire doors can be propped open when the room is in use . As rooms are vacated fire doors must be fully closed Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help.	Low	All staff
Consider measures to support staff mental health and well being	STAFF Kaye Chittenden offered sessions w/b 08/06 via the CPD programme. Regular contact via SLT line management Trauma Informed School training to take place on 01/09 STUDENTS Ongoing support via E4E and Guidance Leaders, as well as college teams/6 th form Additional resources are available through Dorset Healthcare – see link.	Low	SLT

	https://www.dorsethealthcare.nhs.uk/coronavirus-1/mental-healthwellbeing-advice		
Social distancing			
Accessing rooms directly from outside where possible	Consider safe access routes and do not compromise site safety.	Low	SLT
Staggering lunch breaks and end of school to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time	Already detailed in Planning and Organising section.	Low	SLT
Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group.	Already detailed in Planning and Organising section. Clear routine in place for handwashing Tables cleaned after breakfast club/break/lunchtime. Students are not encouraged to sit in the canteen but to use their allocated outside space, or in wet weather their tutor rooms	Low	SLT All staff
Use of toilets	Students to use toilet facilities in their allocated blocks, including at lunchtime where possible.	Low	SLT Site team
Specific measures for some children and young people who will need additional support to follow these measures	Specific approaches for specific individuals and intimate care planning and PPE via E4E (risk assessment document attached, including DfE guidance)	Low	Elaine Hurley

Use outside space for exercise and breaks:			
Consider outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff	Outside learning spaces can be used, without existing seating	Low	All teachers
Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings	See above Outside seating will be cleaned after break and lunchtime	Low	SLT
For shared rooms:			
Stagger the use of staff rooms and offices to limit occupancy	Staff advised to limit access to staff bases to maintain social distancing	Low	All staff
Reduce the use of shared resources:			
Limit the amount of shared resources that are taken home and limit exchange of take-home resources	No sharing of equipment If text books are used in school they must be left for at least 72 hours prior to further use if used outside of a bubble Library – see attached risk assessment	Low	All staff

between children, young people and staff			
Seek to prevent the sharing of stationery and other equipment where possible.	Students/parents informed via MF update that sharing of equipment will not be permitted. Revised cleaning schedule Students must bring all stationary equipment – a supply of pens will be given to HoDs to give out if needed (not returned) Any shared equipment used for example in art and design must be cleaned in between being used by different students, using alcohol wipes.	Low	MF update All staff
Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts	Plan for specific activities with sufficient time for cleaning of resources – Science technicians (see attached guidance)	Low	All teachers/technicians
Adjust transport arrangements where necessary including:			
encouraging parents and children and young people to walk or cycle to their education setting where possible	MF parent update	Low	MF update
schools, parents and young people following the	MF parent update	Low	Iain Cornell MF update

government guidance on how to travel safely when planning their travel, particularly if public transport is required			
ensuring that transport arrangements cater for any changes to start and finish times	Start of day to remain the same. Staggered end of day for lower school	Low	Iain Cornell
make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus	Dorset travel will ensure that transport providers are aware of this requirement.	Low	Iain Cornell to liaise
make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers	Dorset travel will ensure that transport providers are aware of this requirement.	Low	Iain Cornell to liaise
taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts	Transport arrangement for those with particular needs can be discussed with the Dorset travel team.	Low	Elaine Hurley

Vulnerable staff will have their own risk assessment completed, based on the following:

Individual Risk Assessment Covid-19

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a model **generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each workplace should consider their own unique circumstances. Much more specific assessments, such as that for health care workers, may look quite different although many of the principles would still be relevant. To keep up to date with relevant guidance from the government – <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

This risk assessment should be completed with individuals prior to their return to work following any period of shielding.

Workplace –	Date of Assessment -
Assessment completed by (Name) (Designation)	Due for review –
Name of specific person -	

Hazard / Risk	Who is at risk?	Current Controls in Place Are they adequate? Is the risk reduced as far as possible?	Level of Residual Risk	Additional measures to control the risks
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e.g. Vulnerability/shielding/Specific Health concerns			Low, medium, high or very high?	
<p>The spread of Covid-19 posing an additional risk to those individuals with specific health issues or that fall into a vulnerable category</p>	<p>Colleagues in the Clinically Extremely Vulnerable Group (Shielded Group) –</p> <ul style="list-style-type: none"> • Solid Organ Transplant recipients • Specific Cancers • Severe Respiratory Conditions • Rare Diseases that increase risk of infection • Immunosuppression therapy recipients • Pregnant woman with significant heart disease 	<p>Colleagues should not have any face to face contact outside of their home. Colleagues should be enabled to work from home where possible. If this is not possible alternative home-based duties should be sought.</p> <p>As of the 1st August 2020, Shielding will be paused. This means individuals who are shielding can return to the workplace as long as strict social distancing and other control measures can be maintained, and their workplace is Covid Secure.</p> <p>Face to Face visits should be avoided wherever possible. If face to face visits are unavoidable then a specific risk assessment must be completed for the colleague and should consider all of the controls you will find below including close contact working which are considered at the bottom of this assessment.</p>		<p>This remains the advice until 31st July 2020.</p> <p>This is the advice from 1st August 2020.</p> <p>Prior to any meetings the manager should ensure that no persons being met are symptomatic of Covid-19. This must be recorded on the risk assessment. This in itself is not a guarantee of safety and all other controls must be implemented.</p>
<p>The spread of Covid-19 posing an additional risk to those individuals with specific health issues or that fall into a vulnerable category</p>	<p>Colleagues in the Clinically Vulnerable group –</p> <ul style="list-style-type: none"> • Age 70 or over • Under 70 with underlying health condition: • Chronic mild to moderate respiratory illnesses 	<p>A detailed individual risk assessment by the colleague's manager must be written (see below) in order to eliminate avoidable risk, minimise residual risk and agree any changes needed to ensure safe working patterns for the duration of the pandemic.</p>		<p>Prior to any meetings the manager should ensure that no persons being met are symptomatic of Covid-19. This must be recorded on the risk assessment.</p>

	<ul style="list-style-type: none"> • Chronic heart disease • Chronic Kidney disease • Chronic Liver disease • Chronic Neurological conditions • Diabetes • Weakened immune system (as a result of things like chemotherapy or certain medicines like steroids) • Being seriously overweight • Pregnant women 	<p>Colleagues should be enabled to work from home wherever possible. If colleagues are not able to work from home they should be offered the safest possible on-site roles enabling them to maintain social distancing (2m's).</p> <p>Face to Face visits should be avoided wherever possible. If face to face visits are unavoidable then a specific risk assessment must be completed for the colleague and should consider all of the controls you will find below including close contact working which are considered at the bottom of this assessment.</p>		<p>This in itself is not a guarantee of safety and all other controls must be implemented.</p>
<p>The spread of Covid-19 posing an additional risk to those individuals with specific health issues or that fall into a vulnerable category.</p>	<p>Colleagues from a Black, Asian or Ethnic minority group? (People from these groups have been identified to be at a higher risk).</p>	<p>If colleagues are able to work from home, then they should be enabled to do so.</p> <p>Face to face visits should be avoided if possible.</p> <p>If face to face visits are unavoidable then a specific risk assessment must be completed for the colleague and should consider all of the controls you will find below including close contact working which are considered at the bottom of this assessment.</p>		<p>Prior to any meetings the manager should ensure that no persons being met are symptomatic of Covid-19. This must be recorded on the risk assessment. This in itself is not a guarantee of safety and all other controls must be implemented.</p>
<p>The spread of Covid-19 posing an additional risk to those individuals with specific health issues or that fall into a vulnerable category.</p> <p>Face to Face visits and meetings. Working from an office environment or in proximity to others.</p>	<p>Colleagues in the clinically vulnerable group Colleagues from a Black, Asian and Ethnic Minority group and all other colleagues.</p>	<p>Colleagues should be enabled to work from home if at all possible. If face to face visits and meetings must be conducted factors to consider when assessing the ability of the individual to complete this work are -</p> <p>Standard controls to be used to enable colleagues to work from the workplace or engage in visits are -</p> <p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. 		<p>Prior to any meetings the manager should ensure that no persons being met are symptomatic of Covid-19. This must be recorded on the risk assessment. This in itself is not a guarantee of safety and all other controls must be implemented.</p>

		<ul style="list-style-type: none"> • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • Staff encouraged to protect the skin by applying emollient cream regularly • Gel sanitisers in any area where washing facilities not readily available <p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls (Microsoft Teams or Skype) to be used instead of face to face meetings.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Colleagues to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Any reduction in social distancing guidelines (i.e. 1m+ if 2m's is not possible) are not applicable as a control measure for workplaces without there being all of the</p>
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		<p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen/kitchen areas and off site smoking areas.</p> <p><u>PPE -</u> Where Risk Assessment identifies wearing of PPE as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove PPE carefully to reduce contamination and how to dispose of them safely. If additional PPE has been identified as being required, follow the current guidance from PHD to ensure the correct PPE is available and appropriate-</p> <ul style="list-style-type: none"> • Face Masks • Face Coverings (including visors) • Gloves • Aprons <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they must be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic</p>	<p>other control measures in place.</p> <p>2m's social distancing is much safer than 1m and therefore should be the distance we continue to maintain.</p> <p>PPE should be considered as a last line of defence to protect colleagues after all other mitigating controls have been considered.</p> <p>PPE should be considered in conjunction with other control measures and should not be relied upon on its own. If social distancing cannot be maintained PPE will not be enough to make the activity safe.</p>
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Does the individual have to come into the workplace?	Colleagues	Enable colleagues to work from home. This may require additional work equipment such as a monitor, keyboard, mouse or chair.		
Are there any other underlying health concerns the individual has which are causing concerns?		<p>How are these health concerns being managed already?</p> <p>Do the health concerns pose an increased risk to their health from Covid-19 or is the current method of management adequate?</p>		

<p>Does the individual have caring responsibilities for anyone who falls under the shielding or vulnerable group?</p>		<p>Current guidance suggests that there is no need for anyone living in the same property as a person who is shielding to shield themselves. They must however be alert - 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</p>		
<p>Have the risk assessments for the activities/tasks the individual is likely to carry out been reviewed to reflect Covid-19</p>		<p>Standard risk assessments should be reviewed in line with current guidance. Share these risk assessments with individuals so they understand what has been done to protect them.</p>		
<p>How could the task/activity/workplace be adapted to reassure the individual?</p>		<p>Is there anything that the staff member can recommend improving their situation which would enable them to return to the workplace?</p>		<p>If risk assessments have not been reviewed this must be completed.</p>
<p>Close Contact Working – When providing close contact services, the nature of the work often means that 2m social distancing is not possible, therefore managers must do everything possible to reduce the risk.</p>	<p>All colleagues, colleagues who are clinically extremely vulnerable, clinically vulnerable and BAME groups.</p>	<p>All of the above controls should already be in place and maintained, but additional mitigating controls as described by the Government guidance are -</p> <ul style="list-style-type: none"> • Further increasing the frequency of hand washing and cleaning of surfaces • Keeping the activity time as short as possible • Using screens or barriers to separate colleagues and clients/service users. If practitioner is wearing a visor, then screens would add no additional benefit. 		<p>Social distancing applies to all areas of the building, not just the areas in which people work, such as stairs, corridors, kitchens, waiting rooms etc.</p> <p>For the time being at least, social distancing in office spaces should be maintained</p>

		<ul style="list-style-type: none"> • Using back to back or side to side working • Using a consistent pairing system if colleagues have to be in close proximity • Only opening client waiting areas if social distancing can be maintained • Maintaining social distancing between service areas • Additional PPE, such as a face visor may be considered for colleagues who are working in close contact with people to further reduce the risk 		<p>at 2m's. A 2m social distance is much safer than a 1m social distance.</p> <p>PPE should be considered as a last line of defence to protect colleagues after all other mitigating controls have been considered.</p> <p>PPE should be considered in conjunction with other control measures and should not be relied upon on its own. If social distancing cannot be maintained PPE will not be enough to make the activity safe.</p>
<p>Enabling the colleague to return to work after shielding</p>	<p>Colleagues returning to work after a prolonged period of time away from workplace and normal duties</p>	<p>Shielders returning to work, especially physically active roles may require induction back into the role. This could include adjustments to their role such as</p> <ul style="list-style-type: none"> • Retraining on equipment and processes, especially in higher risk roles • An understanding that they may not be as physically fit and able to meet previous demands of role • A phased return to work similar to long term sick adjustments 		<p>Existing workplace risk assessments should be reviewed to reflect Covid-19 concerns and the ability of shielders to complete all aspects of role.</p>

Risk Assessment for specific Individuals: Covid-19

Five factors need to be considered:

1. Age

Those aged over 70 have already been identified by PHE as 'clinically vulnerable' and should take particular care to minimise contact with others outside their own household.

Most will already be working remotely.

The Framework also identifies that risks of severe COVID-19 increase with age and that adverse outcomes occur at an earlier age in BAME populations.

2. Sex

Data globally and from UK are emerging that COVID-19 disproportionately affects men with UK data showing approximately 60% of people admitted to hospital being male.

In addition, this same data also showed that females were associated with a 20% lower mortality.

3. Underlying health conditions

'Clinically extremely vulnerable' People with health conditions in this group, identified by PHE, should have already received a letter about this or will have been contacted by their GP.

They have been advised that shielding is required but the staff can still continue alternative duties from home. Some may be able to work from their shielded environment if practicable.

'Clinically vulnerable' people are those with underlying health conditions, or co-morbidities which place them at increased risk.

Emerging evidence suggests that particular conditions: hypertension, cardiovascular disease, diabetes and chronic kidney disease are especially important risk factors, and these risk factors are increased in those of BAME population.

Obesity has now also emerged as an independent risk factor for COVID-19 hospitalisation in the UK setting.

4. Ethnicity

BAME populations appear to be associated with increased risks, particularly in those with co-morbidities who are presenting with adverse outcomes at a younger age.

5. Pregnancy

Existing guidance identifies that pregnant women over 28 weeks should be regarded as at increased risk and recommended to stay at home. For pregnant women with underlying health conditions at any stage of pregnancy a more precautionary approach is required and ethnicity should be included in the consideration and discussion between healthcare staff and managers. Where pregnancy is under 28 weeks' gestation working in a patient facing environment should be on the basis that the risk assessment supports this.

1 : Particularly vulnerable students will have their own risk assessment, using this format (contains examples of suitable measures)

Name of establishment: The Thomas Hardy School
Date of risk assessment: 23/03/20

Student's name:	
Background information:	State specific condition/s

Risk assessment will be updated yearly or if there is change to the young person's needs.	
Dates:	Concerns/behaviours:
March 2020 onwards	Risk assessment being carried out due to Covid 19 isolation

Potential problem	Risk	Measures to reduce risk
Risk of contracting Covid 19	<ul style="list-style-type: none"> • Becoming unwell with the virus. • Posing a risk to family members or staff if infected. 	<ul style="list-style-type: none"> • AT HOME: family is following government guidelines of social isolation • AT SCHOOL: school is adhering to social distancing measures and/or wearing appropriate PPE when required.
All elements of their EHCP cannot be met outside school	<ul style="list-style-type: none"> • Mental wellbeing and social skills are not maintained • Not making their expected academic progress • Contact is not maintained with specialist staff 	<ul style="list-style-type: none"> • PD staff and subject teachers to maintain regular contact with parents and with students via email • Work being set by teachers • 1:1 video support with a member of the PD team offered to

		<p>students from week beginning 27.04.20</p> <ul style="list-style-type: none"> • Student to attend the school setting on a limited basis for support. Personal care needs to also be supported.
Health of student deteriorates	<ul style="list-style-type: none"> • Student experiences mental or physical health difficulties and school is unaware of this 	<ul style="list-style-type: none"> • PD staff check in with parents weekly and communication via email is available • Staff to offer physio equipment and the parent's possible use of the physio base providing cleaning regulations are upheld.

Name	Relationship to young person	Signature

This risk assessment will be reviewed in 6 months (insert date here) or sooner if there are any changes to the wellbeing of the student.

2. Glen Cleaning Risk Assessment:

[Glen Risk Assessment COVID -19 updated May 2020.doc](#)

[COVID - 19 Client Briefing V2.docx](#)

[COVID - 19 TOOLBOX TALK.docx](#)

[COSHH Solupak Anti Viral.docx](#)

3. Library Risk Assessment

THS School Library	The Thomas Hardy School
Risk Assessors	Librarian, Assistant Head teacher, Health & Safety Officer (not appointed)
Date	September 2020

People at Risk	Student	Low
	Member of Staff	Low
	Volunteer	Low
	Member of public/visitor	No access allowed currently
	Contractor	Low
	Other	No access allowed currently

Risk Rating before controls	Medium
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Hazards / Risks	Current Control Measures	Inadequate Control or further control measures	Date for further control measures to be completed	By Whom
Environmental	Staff desks to allow for 2m distancing			J Stevens

			Not done.	
Equipment	<ul style="list-style-type: none"> • Excess furniture to be temporarily removed to reduce seating capacity • Remove beanbags as difficult to clean. • Thorough cleaning every day of all surfaces, including door handles, seating and tables • No personal bags or coats to be brought into library to limit contamination – use of bag stores 	Prevent shared use.		J Stevens
Equipment: PPE: Gloves Masks Perspex screens	<ul style="list-style-type: none"> • To be provided by school in accordance with whole school policy 	PPE pack in library, with guidance		Laura Cheney
Activity: Handwashing	<ul style="list-style-type: none"> • Children and staff to wash hands before and after visiting library/before after free times 	Dispensers at entrance to library and also on wall by Information Desk.		All staff
Activity: Slips, Trips, Falls	<ul style="list-style-type: none"> • Floor to be kept as clear as possible to eliminate possibility of falls/accidental contact 	All bags must be placed in the bag store at library entrance.		
Activity: Loan of materials				J Stevens

	<p>The library will be used as a study room for Yr 12/13, and therefore will not be available for lower school to access. In order to make library books available, the following system will be put in place:</p> <ol style="list-style-type: none"> 1. The student emails librarian@thomashardye.net with the titles/authors of the books they wish to borrow. Up to 4 items can be requested. 2. The books will be sorted and packaged ready for the student to collect between 8.30am-8.50am Mon-Fri from the library. (We will aim to make books ready the day after the student has emailed.) 3. A box for returned books will be left at the top of the stairs for lower school students. Books will be left for 72 hours prior to being used again. <p>We also agreed the following:</p> <ul style="list-style-type: none"> • The library will be used as a silent study space on a two week rotation between Yrs 12 and Yrs 13 when they have study periods. On alternate weeks one of the common rooms in Sixth Form will be used for silent study. • There will be no access to the library for lower school for the first few weeks and that includes break and lunchtime, 	<p>Laptops will not be available for loan.</p>		<p>R Glennie (marketing)</p>
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	<p>and Thursday 3 Sept when Year 9 are in school.</p> <ul style="list-style-type: none"> • The library will not be open before and after school until further notice (apart from to collect books) • Sixth formers will be requested to use the bag store in the library for their bags. • Sixth form will be able to borrow books as required when they are in the library. 			
Activity: Stationery Shop	<ul style="list-style-type: none"> • Stationery shop operated by the library staff will not be available until further notice. 	n/a		J Stevens
Activity: Manual Handling <ul style="list-style-type: none"> • Moving furniture or equipment 	<ul style="list-style-type: none"> • Only to be carried out at end of school day by adults to reduce handling by many hands, and should be cleaned after. 			
Activity: Class visits	No class visits this half-term	n/a	n/a	
Activity: Special events <ul style="list-style-type: none"> • Multiple classes brought to library 	<ul style="list-style-type: none"> • No external visitors allowed currently 	n/a	n/a	
Fire and Evacuation	<ul style="list-style-type: none"> • Continue to keep fire extinguishers clear with the movement of furniture 	n/a	n/a	

	<ul style="list-style-type: none"> • Fire exits to be kept clear and clearly signposted, taking into account any Covid restrictions in one-way traffic 			
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Residual Risk Rating	Low
Residual Risk Rating Comments	

Assessors Comments:

Risk Assessment Sign Off (all actions completed)			
If more than one signature is required then please ensure all parties agree and fill out all sections below			
Signature of Assessor:		Date:	
Name/Position of signatory:			
Signature of SLT Assessor:	Laura Cheney	Date:	03/09/20
Name/Position of signatory:	Assistant Headteacher		
Review Date:	21/09/20		

Guidance for First Aiders during COVID-19

This information has been emailed out to all qualified first aiders in school

Ask/guide the person to do as much as they can themselves and try to maintain spacing if possible/appropriate. PPE to be worn when social distancing not possible.

PPE – see below.

CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don't** do rescue breaths
-

ALL OTHER INJURIES OR ILLNESSES

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- **If giving first aid to someone, you should use the recommended equipment listed above if it is available**
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible
-

AFTER GIVING ANY FIRST AID

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>”

Putting on PPE - poster/instructions

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911311/PHE_Putting_on_PPE_Standard_infection_control_procedures.pdf

Taking off PPE – poster/instructions

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911312/PHE_Taking_off_PPE_Standard_infection_control_procedures.pdf

Training Video – donning and doffing PPE

https://youtu.be/-GncQ_ed-9w