

COVID-19 OPERATIONAL RISK ASSESSMENT OCTOBER UPDATE

This document should be used in conjunction with the relevant Whole School COVID-19 Risk Assessment and in addition to any existing Work Place Risk Assessments

GENERAL INFORMATION

ASSESSOR NAME	Trevor Loft Nicola Frear	JOB TITLE	Head Teacher Operations Manager	LOCATION	Bradford AP Academy		
Risk Assessment Review reason	To reflect, review & implement COVID-19 safe practices of working	Implementation date:	Autumn Term 2	DATE OF ASSESSMENT	22/10/2020	NEXT REVIEW DATE	Dec 2020

GUIDANCE:

1. The risk assessment must be used in conjunction with the relevant Covid-19 Operational Risk Assessment.
2. The risk assessment must be used in conjunction with existing risks assessments for individual workers, mini-bus, cookery lessons
3. Summary of guidance by NAHT
https://www.naht.org.uk/advice-and-support/management/updates-to-the-dfes-guidance-for-full-opening-a-summary-of-key-changes/?utm_campaign=2014139_DfE%20guidance%20summary%20of%20changes&utm_medium=email&utm_source=National%20Association%20of%20Head%20Teachers&dm_i=3OT7,1764B,2KSI3D,4A453,1
4. Government advice
https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=4%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19
<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>
<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

NB: A number of generic measures will have already been implemented within the workplace in line with government advice to control the risks from COVID-19. These measures may not be noted in this particular individual assessment as they are noted within other risk assessments.

Key Messages to be reinforced by SLT

To minimise contact between individuals and maintain social distancing. The impact of working at less than 2 metres or within 1-2 metres under 15 minutes needs to be reinforced.

- 2m plus from any positive case will greatly reduce the risk of transmission and means that staff will not need to self-isolate.
- 1-2m for less than 15 minutes from the positive case will reduce risk of transmission and means that staff will not have to self-isolate.
- Not encroaching a distance of less than 1m from the positive case will reduce risk of transmission and means that staff will not have to self-isolate. This should be avoided and staff should wear PPE if necessary.
- Hand and respiratory hygiene should be maintained at all times. This will include hand washing /sanitising before and after social times and meal times.
- Enhanced cleaning and ventilation will reduce the transmission of the virus.

Key Change following Government advice

Each site is a bubble: however, if public health advice to minimise coronavirus transmission is followed, which includes appropriate social distancing, hand and respiratory hygiene and enhanced cleaning and ventilation arrangements, it may not be necessary to close the whole bubble should a positive case be identified.

Third party transmission does not necessary mean a whole bubble closure: specific advice from Public Health England or the DfE will be obtained when reporting of case.

Face coverings to be worn when moving around site away from work station / classroom base

Identify any additional risks (in addition to those contained in the Covid-19 Operational Risk Assessment) to be implemented	Identify any additional control measures (in addition to those contained in the Covid-19 Operational Risk Assessment) to be implemented	To be implemented:	
		By whom	By when
Administrators: Minimise infection risk	Administrators need to maintain a 2m distance and wear PPE whilst performing duties such as taking sandwich orders and general interaction	Nicola Frear	01/11/2020
Offices at AV & JS: Minimise infection risk	Staff to minimise visits to office. Minimise time in office. Maintain 2m distance from staff in office.	Admin staff Head of Centres Class teachers HLBLP BLP	01/11/2020

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Office at Jesse Street: Lack of space for social distancing	Third desk (identified as TL/NF's desk) to be taken out of commission to allow for greater social distancing	Nicola Frear	01/11/2020
Additional desk space at Jesse Street:	Add additional desk & chair in staff room – 2m distance minimum from SE's desk. Remove excess staff seating	Nicola Frear	01/11/2020
Shared Desks : Minimise infection risk	Staff member to clean thoroughly any share desk, phones, etc upon leaving site. Example staff using 2 nd desk in JS staff room.	Nicola Frear	01/11/2020
Handling of student property/valuables: Minimise infection risk	Return to Class room based Collection in: Staff to wear PPE (face mask & gloves) and to place bag on individual desk for student to pick up and place valuables in and collected by staff and returned to class box. Class box return to office. Staff to remove PPE and handwash/sanitize. 2m distance to be maintained where possible or 1-2m distance with less than 15 minute exposure. Returning to students: Boxes with bags to be collected from office and taken to classroom for distribution. Staff member to wear PPE (face mask & gloves) to distribute bags. Bags to be handed and placed on desks by staff. Students to leave bags on desk for collection. Normal cleaning routine by cleaners at end of day	Head of Centres Class teachers HLBLP BLP	01/11/2020
Communal Area Updates:	One person per table – signage to be renewed or updated on both sites Playing of Games – remain 1-2m apart with PPE. No mixing of classes. Staff to remain 2m apart when overseeing. Minimise games to 15 minutes time-limit where possible.	Head of Centres Class teachers HLBLP BLP	01/11/2020
Ventilation:	Latest Government guidance includes the requirement for air-flow ventilation. To keep windows open or ajar where possible at all times including communal areas.	All Staff	01/11/2020
DT – Any areas of concern?	DT – Any areas of concern?	To discuss	
Additional areas of cleaning:	Photocopiers after use – cleaning wipes to be located in photocopy areas for staff to wipe down control panel	Nicola Frear	01/11/2020
Tier 2/Tier 3 Guidance:	Face coverings to be worn at all times except normal place of working. Eg office staff when visiting photocopier room	All Staff	01/11/2020
PC Cooper: working from both sites	Timetable between sites based on Adventure Rec timetable: 1:1 week rota	PC Cooper	01/11/2020

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<p>Keyworkers/AP Manager/Home keyworkers: Risk identified as too many staff being on site at same time and social distancing not being adhered to : lack of defined work areas:</p>	<p>To book area of work ie staff room or boardroom on either site. Claire Tattersall: AV based – work location staff room Sam Elsey: JS based – work location staff room Louise Trotter: Home based: AV site visits to be booked in diary & work space allocated Sarah Soussan: Home based/Remote Learning: Laptop on order and to be delivered first week after half-term. Minimise site on time – area for working to be booked in advance. Heather Singleton: Home based/Remote Learning: Laptop on order and to be delivered first week after half-term. Minimise site on time – area for working to be booked in advance. Iain Smith: Home based/AP: Site visits to be booked in diary & work space allocated</p> <p>External site visits/ Alternative Provisions or Home Visits with booking into Centres. To visit only one provision in a day.</p> <p>If unavoidable: Mixture of AP sites / home visits & Centre, to be no more than one external visit per day and a log of visits made for internal monitoring. Upon entering Centre, to remain in booked in work space, wear PPE, extra vigilance with handwashing routine, extra vigilance in maintaining 2m space when in the Centre and use of cleaning products/fabric sprays to decontaminate work space areas and/or clothing.</p>	<p>CT SE LT SS HS IS Administrators</p>	<p>01/11/2020</p>
<p>Shared Taxi/Transportation</p>	<p>Students identified as having a shared taxi. If one student has a positive test for Covid, students who share a taxi and travel for more than 15 minutes will require to self-isolate.</p>	<p>Administrators</p>	<p>01/11/2020</p>
<p>Vulnerable Family Members</p>	<p>Students identified as having vulnerable family members to be identified and recorded. To be considered on a case-by-case basis as to whether students will require to self-isolate to protect vulnerable family members.</p>	<p>Head of Centres</p>	<p>01/11/2020</p>
<p>Team Teach / Restraint</p>	<p>Staff to wear PPE full face clear visors for additional protection. To wash or sanitize hands thoroughly before returning to normal duties. To minimise time of close contact as possible.</p>	<p>Head of Centres Teachers HLBLP</p>	<p>01/11/2020</p>

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		BLP Keyworkers	
<p>Extremely Clinically Vulnerable Staff</p>	<p>ECV staff should make the school aware of their being classed as Extremely Clinically Vulnerable.</p> <p>Staff will now be directed to work from home. This is following the release of governmental guidance for the lockdown period from Nov 5th and EAT. Where it is not possible for the member of staff to complete duties from home they will <u>not be able to attend work during this period and must remain at home for the duration of the national lockdown.</u></p> <p>All ECV staff will receive full pay for the duration of this period and if they are not able to work from home, their absence will be recorded as a Leave of Absence, not sick leave (unless the member of staff is in fact ill)</p>	All Staff	05/11/2020

Any further comments?