

COVID-19 – SAFE WORK RISK ASSESSMENT

Company Name	ARTS ED			Title	COVID-19 Safe Working Risk Assessment
RA Reference Nos	CV-19 RA - 001	New Assessment		Review	Annually, or periodically following significant changes in guidance
Date of RA / Review	15/07/2020	Review	X	Business Type/ Work Activities	Music and Performance Academy (Ages 11 upwards)
Assessor / Reviewer	Mark Collyer/ Richard Beale				
People Involved (Estimated numbers of people at risk)					
Employees	20+	Contractors	10+	Any other relevant information	
Visitors	10+	Members of the Public	20+	ARTS ED will be implementing a Phased Remobilisation Plan, starting with years 10 and 12 only, until the summer break, and continuing in September, when the school reopens.	
Clients Employees	10+	Students	100+	This is a review of the previous assessment following changes in guidance.	

Hazard	Risk	What control measures are currently in place?	Risk Rating (RR) L x S = RR			Actions / Next Steps (If nothing extra is required, please write "Nothing Required in Further control column)	Revised RR L x S = RR		
			L	S	RR		L	S	RR
PRIMARY RISKS FROM COVID-19									
The primary risks are as listed below, and include the three main transmission routes of the virus. The control measures are general, and are addressed in detail throughout the main body of this assessment.									
Airborne/ Droplet Infection (e.g. through sneezing, coughing etc).	Risk of contracting COVID-19 through airborne droplet infection	<ul style="list-style-type: none"> Minimal numbers of students and teachers in any one area 	2	4	8	<ul style="list-style-type: none"> Perspex (or similar) Droplet screens to be installed where face-to-face contact is regular and 	1	4	4

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		<ul style="list-style-type: none"> Split attendance: half of the students and staff attend at any one time (see COVID Remobilisation Plan) Social Distancing measures (2m minimum separation) PPE – face coverings are available to be worn if required Signage – reminders to cough or sneeze into your sleeve or a tissue and dispose of it immediately 			8	<ul style="list-style-type: none"> required (e.g. reception/customer service) Consider the implementation of privately supplied antibody tests for staff members. 			4
Infection through person to person contact	Risk of contracting COVID-19 through contact with others	<ul style="list-style-type: none"> No immediate person to person contact (e.g. shaking hands) Minimal numbers of students and teachers in any one area Social Distancing measures (2m minimum separation) Blended learning (i.e. semi-remote) used wherever possible 	2	4	8	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level providing control measures are observed Consider the implementation of privately supplied antibody tests for staff members. 			
Infection through person to object contact (e.g. door-handles, keypad locks etc)	Risk of contracting COVID-19 through cross-infection due to multiple people coming into contact with high-touch areas	<ul style="list-style-type: none"> Regular disinfection regime for high-contact areas (e.g. door handles, computer equipment, keypad locks, kettles, washroom fittings etc.) No sharing of desk / office equipment. No hot-desking (assigned desks only) 	2	4	8	<ul style="list-style-type: none"> Install Signage – e.g. reminding staff and students of the importance of disinfecting/ sanitising after use, social distancing measures etc. 	1	4	4

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		<ul style="list-style-type: none"> Hand Sanitiser stations in place throughout the building and in high-touch areas (e.g. keypad locks, access/ egress points etc.) Personal Hygiene – Display correct handwashing procedure, and the importance of personal hygiene as an effective control against COVID-19 				<ul style="list-style-type: none"> Ensure there is an ample supply of suitable wipes for disinfecting areas after use (e.g. student desks etc.) Consider the implementation of privately supplied antibody tests for staff members. 			

Note: All PPE should be regarded as a last-defence measure. Masks, when used should be kept clean, and in good condition, and gloves should be clean and changed regularly, depending on their use

STAFF

This section covers risks and appropriate control measures involving staff members at ARTS ED.

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected.

Current government guidance states 'that everyone should work from home, unless they cannot work from home'.

Staff should work from home if at all possible. Consider who is needed to be on-site, for example:

- Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely.
- Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment.

You should plan for the minimum number of people needed on site to operate safely and effectively.

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Requirement to Work / Number of employees on site	The more employees on site, the higher the potential risk of cross-infection	<ul style="list-style-type: none"> Any employees who are able to work from home have been told to continue until otherwise instructed Staggered shift patterns to minimise the number of people on site at any one time ARTS ED are planning a phased return to full operation, with minimal numbers of staff and students required for each phase. ARTS ED will run a split attendance system, with half of the teaching staff and students attending on a Monday and Tuesday, the building being closed on a Wednesday for cleaning, and the remaining staff and students attending on Thursday and Friday (during Phase 1) During Phase 4 of the remobilisation, students will be attending for one week, followed by one week off, to maintain split attendance with large numbers of people 	2	4	8	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level providing control measures are observed. 			

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			L	S	RR		L	S	RR
Travelling to and from work	Commuting using public transport raises the risk of infection	<ul style="list-style-type: none"> Employees are encouraged to avoid public transport where possible, and use a personal vehicle or cycle or walk where appropriate During the first phases of the remobilisation, the school will open later, and finish earlier to avoid the necessity of travelling at peak times Staff are advised to wear face covering at all times when travelling on public transport in line with government guidelines 	2	4	8	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level providing control measures are observed. 			
Arriving at/ Departing from the workplace	Access/ egress points can be areas that involve a high degree of person-to-person and person-to-object contact	<ul style="list-style-type: none"> Regular sanitisation/ disinfection of door-handles/ keypad locks etc. Staggered arrival times for staff to avoid too many people arriving at any one time Hand sanitiser stations are installed at all access/ egress points 	2	4	8	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level providing control measures are observed. 			
Break Times	Break times are traditionally times for social congregation and interaction, raising the risk of infection	<ul style="list-style-type: none"> Staggered break times to avoid high numbers of staff using facilities Staff encouraged to take breaks at their workstations 	2	4	8	<ul style="list-style-type: none"> Staff using work facilities to use one cup, which is to be washed after use and kept at their workstation 	1	4	4

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		<ul style="list-style-type: none"> Staff encouraged to bring food and drink from home rather than use work facilities Staff room has been arranged so as to promote social distancing 			8	<ul style="list-style-type: none"> Staff to make only drinks for themselves, not for other members of staff Work facilities e.g. kettles to be wiped and disinfected before and after every use. 			4
Staff Hygiene	Regular and thorough handwashing has been identified as an effective control against the spread of Coronavirus	<ul style="list-style-type: none"> Hand sanitiser stations are installed throughout the building, especially in high-contact areas 	2	4	8	<ul style="list-style-type: none"> All washrooms to have signage to instruct in correct handwashing technique and the importance of maintaining the practice. 	1	4	4
Office / Desk Work	Office desks and other work areas (e.g., photocopier/ printer) can be high-contact areas	<ul style="list-style-type: none"> Minimal hot-desking (staff to use assigned workspaces only) unless at an identified shared area, in which case the surfaces and equipment are to be disinfected before and after use, using suitable disinfectant wipes. No sharing of office equipment (e.g. pens, computer mice, keyboards etc.) unless controlled as above Personal office equipment to be wiped and disinfected at the beginning and end of every shift / day 	1	4	4	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			

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		<ul style="list-style-type: none"> When using shared office equipment (e.g. office printer/ shredder etc.), disinfect before and after use using suitable disinfectant wipes 							
Clinically Extremely Vulnerable Staff Members	Clinically Extremely Vulnerable people have a very high risk of severe effects from COVID-19	<ul style="list-style-type: none"> Staff members designated as 'Clinically Extremely Vulnerable' are required to stay at home until notified by their GP that this is no longer required 	1	2	2	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			
Clinically Vulnerable Staff Members	Clinically Vulnerable People have a high risk of serious effects from COVID-19	<ul style="list-style-type: none"> Staff members designated as 'Clinically Vulnerable' are assigned work that can be undertaken remotely where possible Where Essential Clinically Vulnerable staff members are not able to work from home, controls are to be put in place where they are isolated from others during work (e.g. Assigned office/ room to be used by that individual only) 	1	4	4	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			
There are groups of people who have been designated, due to their health or other factors, as either Clinically Vulnerable, or Clinically Extremely Vulnerable. These terms are explained in greater detail in RA-APPENDIX 1 – VULNERABLE & HIGH-RISK INDIVIDUALS.									
Staff working from home	Working from home decreases the risk of infection from COVID-19, but can result in isolation, depression, and other	<ul style="list-style-type: none"> All members of staff working from home are included in regular, online meetings 	2	3	6	<ul style="list-style-type: none"> Ensure that all members of staff working from home are contacted on a regular basis for work purposes, and to check on their 	1	3	3

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	physical and mental health issues.				3	welfare, and physical and mental wellbeing.			3
Staff with special requirements	Some staff members (due to disability or other characteristic) may have special access or other requirements	<ul style="list-style-type: none"> All employees requiring special consideration will be risk assessed, and control measures specific to their requirements put in place 	1	3	3	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			
Staff with special requirements can include any members of staff with one or more of the protected characteristics as defined in the Equality Act 2010. These include staff with disabilities and expectant mothers. A full list can be found in RA-APPENDIX 2 – PROTECTED CHARACTERISTICS. It is an employer's duty to ensure that these individuals are afforded the same opportunity to attend work safely (or work from home, where appropriate) as their colleagues.									
Staff members potentially infected with COVID-19	Infected staff members present in the workplace will hugely increase the risk of the disease spreading within the organisation and amongst students	<ul style="list-style-type: none"> All staff members who display potential symptoms of COVID-19 (or who share a household with someone who has symptoms) are required to stay at home and isolate in line with government guidance Staff members encouraged to check their own temperature prior to leaving home for work 	2	4	8	<ul style="list-style-type: none"> Consider thermal fever screening upon entry, using a fixed or hand-held fever screening system Consider recorded temperature checks upon signing into work using a clinical thermometer. 	1	4	4

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Staff Awareness	Lack of factual awareness of COVID-19 can lead to confusion, which in turn could result in potentially infected people coming to work, or those at work not taking control measures seriously	<ul style="list-style-type: none"> All staff to complete a health screening questionnaire before returning to work All staff to be informed of the control measures as detailed in this Risk Assessment (either via website, email, or recorded letter) Staff to be given factual information on COVID-19, including the symptoms, and actions to be taken etc. All staff members to be made aware that no negative opinions will be held if they are requiring to isolate due to suspected symptoms etc. <p>Better to be safe than sorry!</p>	2	4	8	<ul style="list-style-type: none"> Consider an online (e-learning) re-induction, covering the company's controls, basic information on PPE and pandemic control measures Ensure all staff are able to contact management with any questions they may have Put in place extra staff training where required (e.g. on new processes or equipment). 	1	4	4
See RA-APPENDIX 3 – RECOGNISING SYMPTOMS OF CORONAVIRUS									
Symptoms presenting whilst at work	Infected staff members present in the workplace will hugely increase the risk of the disease spreading within the organisation	<ul style="list-style-type: none"> Staff who begin to present symptoms whilst at work are required to return home immediately and seek medical advice (using the NHS 111 Coronavirus Service) That person's work area etc is to be fully disinfected 	1	4	4	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			

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STUDENTS									
<p>This section covers risks and appropriate control measures involving students at ARTS ED.</p> <p>Students provide an additional challenge, as the social aspect of their attendance at the school will be affected by the control measures being implemented. It is imperative that students recognise the importance of taking these control measures seriously.</p>									
Number of students on site	The more students on site, the higher the potential risk of cross-infection	<ul style="list-style-type: none"> As part of the phased approach, only students from years 10 and 12 will return in Phase 1 Blended learning will continue to be used as much as possible to minimise the physical presence on site ARTS ED will run a split attendance system, with half of the students attending on a Monday and Tuesday, the building being closed on a Wednesday for cleaning, and the remaining students attending on Thursday and Friday (during Phase 1) During Phase 4 of the remobilisation, students will be attending for one week, followed by one week off, to maintain split attendance with large numbers of people 	2	4	8	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level providing control measures are observed. 			

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Travelling to and from school	Commuting using public transport raises the risk of infection	<ul style="list-style-type: none"> Students are encouraged to avoid public transport where possible, and cycle or walk where appropriate During the first phases of the remobilisation, the school will open later, and finish earlier to avoid the necessity of travelling at peak times Students are advised to wear face covering at all times when travelling on public transport in line with government guideline 	2	4	8	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level providing control measures are observed. 			
Arriving at/ Departing from the school	Access/ egress points can be areas that involve a high degree of person-to-person and person-to-object contact	<ul style="list-style-type: none"> Regular sanitisation/ disinfection of door-handles/ keypad locks etc. Staggered arrival times to avoid too many people arriving at any one time Hand sanitiser stations are installed at all access/ egress points 	2	4	8	<ul style="list-style-type: none"> Social Distancing markers to be installed at the main entrance, showing the queue direction, and indicate the correct separation distance. 	1	4	4
Break Times	Break times are traditionally times for social congregation and interaction, raising the risk of infection	<ul style="list-style-type: none"> Staggered break times to avoid high numbers of students using facilities Student canteen area has been taken out of use until social distancing measures are educed or removed Student Canteen will only provide pre-packaged food (such as sandwiches etc.) 	2	4	8	<ul style="list-style-type: none"> Put signage in place: <ul style="list-style-type: none"> Hygiene – wash your hands Safe queueing markers Reminders for social distancing. 	1	4	4

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		<ul style="list-style-type: none"> Use of shared microwaves is permitted, but they must be disinfected after use 			8			4	
Personal Hygiene	Regular and thorough handwashing has been identified as an effective control against the spread of Coronavirus	<ul style="list-style-type: none"> Hand sanitiser stations are installed throughout the building, especially in high-contact areas 	2	4	8	<ul style="list-style-type: none"> All washrooms to have signage to instruct in correct handwashing technique and the importance of maintaining the practice. 	1	4	4
Classroom / Desk Work	Desks and other work areas (e.g., photocopier/ printer/ computer workstations) can be high-contact areas	<ul style="list-style-type: none"> Minimal hot-desking (staff to use assigned workspaces only) unless at an identified shared area, in which case the surfaces and equipment are to be disinfected before and after use, using suitable disinfectant wipes (teacher is responsible for this being adhered to) No sharing of equipment (e.g. pens, computer mice, keyboards etc.) unless controlled as above Desks to be wiped and disinfected at the beginning and end of every class / day Desks in classroom are arranged so as to maintain a 1m+ separation between students 	1	4	4	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			

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Dance / Acting Studio Work	Dance studios are areas where the 2m separation may be difficult to maintain	<ul style="list-style-type: none"> Teacher to monitor students, and ensure they maintain correct social distancing Students reminded to wash / sanitise their hands before and after studio sessions Teacher to disinfect high touch areas (e.g. dance barres) before and after each class / session 	2	4	8	<ul style="list-style-type: none"> Install 2m 'separation grids' on the floors of dance/ acting studios to act as a guide to maintain the correct distance. 	1	4	4
Clinically Extremely Vulnerable Students	Clinically Extremely Vulnerable people have a very high risk of severe effects from COVID-19	<ul style="list-style-type: none"> Students designated as 'Clinically Extremely Vulnerable' are required to stay at home until notified by their GP that this is no longer required Students falling under this category should continue working remotely (i.e. via online learning/ video chat) 	1	2	2	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			
Clinically Vulnerable Staff Members	Clinically Vulnerable People have a high risk of serious effects from COVID-19	<ul style="list-style-type: none"> Students falling under this category should continue working remotely (i.e. via online learning/ video chat) 	1	2	2	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			
There are groups of people who have been designated, due to their health or other factors, as either Clinically Vulnerable, or Clinically Extremely Vulnerable. These terms are explained in greater detail in RA-APPENDIX 1 – VULNERABLE & HIGH-RISK INDIVIDUALS.									
Students working from home	Working from home decreases the risk of infection from COVID-19,	<ul style="list-style-type: none"> All students working from home are contacted regularly to maintain inclusion 	2	3	6	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable 			

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	but can result in isolation, depression, and other physical and mental health issues				3	level providing control measures are observed.			
Students with special requirements	Some students (due to disability or other characteristic) may have special access or other requirements	<ul style="list-style-type: none"> All students requiring special consideration will be risk assessed, and control measures specific to their requirements put in place 	1	3	3	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			
Students with special requirements can include any individuals with one or more of the protected characteristics as defined in the Equality Act 2010. These include those with disabilities and expectant mothers. A full list can be found in RA-APPENDIX 2 – PROTECTED CHARACTERISTICS.									
Students potentially infected with COVID-19	Infected students present in the school will hugely increase the risk of the disease spreading within the organisation and amongst students	<ul style="list-style-type: none"> All students who display potential symptoms of COVID-19 (or who share a household with someone who has symptoms) are required to stay at home and isolate in line with government guidance All parents to check their child's or their own temperature every morning before attending school. Students living away from home should check their own temperature before attending school. If they have a temperature above 37.5°C they are required to stay at home and isolate in line with government guidance 	2	4	8	<ul style="list-style-type: none"> Consider thermal fever screening upon entry, using a fixed or hand-held fever screening system Consider recorded temperature checks upon signing in using a clinical thermometer. 	1	4	4

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General Awareness	Lack of factual awareness of COVID-19 can lead to confusion, which in turn could result in potentially infected people coming to work, or those at work not taking control measures seriously	<ul style="list-style-type: none"> All students to be informed of the control measures as detailed in this Risk Assessment (either via website, email, or recorded letter) Students to be given factual information on COVID-19, including the symptoms, and actions to be taken etc. 	2	4	8	<ul style="list-style-type: none"> Ensure all students are able to contact the school with any questions they may have. 	1	4	4
See RA-APPENDIX 3 – RECOGNISING SYMPTOMS OF CORONAVIRUS									
Symptoms presenting whilst at school	Infected students present in the workplace will hugely increase the risk of the disease spreading within the organisation	<ul style="list-style-type: none"> Students presenting with symptoms whilst at school will be taken to the medical isolation room by a member of staff trained in correct response procedures and given a temperature check, and their return home arranged (avoiding public transport) 	1	4	4	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			
WORKING, CARRYING OUT TASKS AND EVERYDAY OPERATIONS									
All areas of working will carry their own specific risks and control measures.									
Meetings	Potential for contact with a number of other staff members in (usually) close proximity	<ul style="list-style-type: none"> Meetings to be undertaken remotely (e.g. online, telephone or video-call) where possible Where the above is not possible, the meeting room is to be arranged so as to 	1	4	4	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			

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		allow a minimum of 2m (or 1m+) between participants <ul style="list-style-type: none"> Meeting rooms to be ventilated naturally (via open windows) where possible. No desk or portable fans to be used Consider whether a meeting is essential. Can communications be undertaken via telephone or email? 			4				
Training	Potential for contact with a number of other staff members in (usually) close proximity	<ul style="list-style-type: none"> Staff Training to be undertaken remotely (e.g. e-learning) where possible Where the above is not possible, the training room is to be arranged so as to allow a minimum of 2m (or 1m+) between participants Meeting rooms to be ventilated naturally (via open windows) where possible. No desk or portable fans to be used 	1	4	4	<ul style="list-style-type: none"> Training traditionally requiring physical contact (e.g. First Aid) will need to be modified for safety whilst these restrictions are in force. 			
Lunch / Mealtimes	Using the campus canteen offers a number of potential areas for social distancing to be broken, raising the risk of infection	<ul style="list-style-type: none"> Pre-packaged food (e.g. sandwiches) is to be prepared by the catering contractors in the campus kitchen, and delivered to students in their base classrooms 	1	4	4	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			

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Moving around the building	Potential for unnecessary contact whilst moving around the building	<ul style="list-style-type: none"> Staff and students only to move around the building if absolutely necessary (i.e. not for a social chat!) Staff to pay attention to other personnel, and keep the minimum 2m (or 1m+) distance at all times Where lessons are classroom based, the students will remain based in one classroom, and the teacher will come to them. Students will only move to another room if the lesson format (e.g. studio/classroom based) is different 	2	4	8	<ul style="list-style-type: none"> Implement a one-way travel system around the main part of the building Where a one-way system is impractical, mark out safe waiting areas, and/ or two-way directional travel (e.g. keep left) 	1	4	4
Use of pianos	Pianos are high-touch areas, and their use is frequent and requisite to many activities and classes	<ul style="list-style-type: none"> All piano keyboards to be disinfected after use Disinfectant wipes to be stored near all pianos currently in use 	1	4	4	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			
Singing	Singing has been identified as a high risk activity, with a requirement for additional distancing due to the potential for greater than usual droplet travel	<ul style="list-style-type: none"> Singers are to be subject to a 2m social distancing separation (which can be reduced when mitigations such as screens, and face shields are used by other students/ teachers nearby) 	2	4	8	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level, providing controls are adhered to. 			

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Hazard	Risk	What control measures are currently in place?	Risk Rating (RR) L x S = RR			Actions / Next Steps (If nothing extra is required, please write "Nothing Required" in Further control column)	Revised RR L x S = RR		
			L	S	RR		L	S	RR
Playing Woodwind of Brass instruments	Playing of Woodwind or Brass Instruments has been identified as a high risk activity, with a requirement for additional distancing due to the potential for greater than usual droplet travel	<ul style="list-style-type: none"> Woodwind/ Brass Players are to be subject to a 2m social distancing separation (which can be reduced when mitigations such as screens, and face shields are used by other students/ teachers nearby) 	2	4	8	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level, providing controls are adhered to. 			
External Hires	Hiring of space to external parties could provide potential for external sources of contamination	<ul style="list-style-type: none"> Information packs including details of the 1+/2m social distancing rules applied at Arts Ed to be given to external parties when hiring space Depending on the activity for which the space is being hired, external parties may be asked to provide suitable RAMS to demonstrate their commitment to a COVID secure operation Users to be responsible for cleaning and disinfecting the space before and after use 	2	4	8	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level, providing controls are adhered to. 			

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Arts Ed EXTRA	Use of campus by non-pupils could introduce an added element of risk with potential sources of external contamination	<ul style="list-style-type: none"> All Arts Ed EXTRA participants (students and tutors/ coaches) are to receive the same information on controls as Full-Time students and staff, and will be expected to adhere to the controls in place 	2	4	8	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level, providing controls are adhered to. 			
OTHER PEOPLE ON CAMPUS									
This section covers controls put in place to manage the risk posed by people entering the building who are not members of staff or students									
Contractors (any external company or person entering the premises to undertake works) This includes regular cleaning and/ or catering contractors	Potentially infected contractors could increase the risk of infection, or contact could increase the risk of contractors becoming infected	<ul style="list-style-type: none"> Only work deemed essential is to be undertaken by contractors whilst COVID-19 restrictions are in place (until guidance changes) Contractors to include their COVID-19 controls in documentation submitted during vetting Contractors to complete a COVID Health Screening Questionnaire before starting work on campus 	2	4	8	<ul style="list-style-type: none"> Consider thermal fever screening upon entry, using a fixed or hand-held fever screening system Consider implementing recorded temperature checks for contractors upon entry Contractor induction to include COVID-19 controls and requirements. 	1	4	4

COVID-19 – SAFE WORK RISK ASSESSMENT

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Delivery Processing	Potential for infection due to contact with delivery personnel or contaminated goods	<ul style="list-style-type: none"> All delivered items (where appropriate) to be disinfected or disinfected upon delivery Delivery drivers are not to enter the premises Staff members engaging with delivery drivers etc. to wear face masks and gloves where required 	1	4	4	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			
External Visitors (anyone entering the premises not included in the categories above).	Potential for infection due to contact with external visitors, or for infection to spread outside the premises	<ul style="list-style-type: none"> External visitors are not permitted except where their visit is deemed essential to the business External visitors to undergo a site safety induction including COVID-19 control measures, prior to visiting or entering the premises 	2	4	8	<ul style="list-style-type: none"> Consider implementing recorded temperature checks for visitors upon entry. Consider thermal fever screening upon entry, using a fixed or hand-held fever screening system. 	1	4	4
Student parents/ guardians	Potential for infection due to contact with external visitors, or for infection to spread outside the premises	<ul style="list-style-type: none"> Parents or guardians are permitted to enter the premises only where this is deemed necessary and by prior arrangement/agreement by SLT All parents or guardians are required to adhere to the control measures identified in this assessment, and be accompanied at all times whilst on campus by a member of the faculty 	2	4	8	<ul style="list-style-type: none"> Consider implementing recorded temperature checks for visitors upon entry Consider thermal fever screening upon entry, using a fixed or hand-held fever screening system. 	1	4	4

COVID-19 – SAFE WORK RISK ASSESSMENT

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BUILDING									
Measures taken to ensure the building is kept as clean and infection-free as possible									
Premises (General)	A high standard of general hygiene and sanitation has been identified as an effective control measure against the spread of infection	<ul style="list-style-type: none"> During Summer holiday, building to be cleaned via anti-microbial fogging, electrostatic cleaning, or similar Building to undergo regular (weekly on Wednesdays) cleaning and disinfection All hard surfaces (e.g. desks/ counter-tops), and especially high-contact areas to be disinfected at the start and the end of each day or class 	1	4	4	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			
Access/ Egress	Access/ egress points can be areas that involve a high degree of person-to-person and person-to-object contact	<ul style="list-style-type: none"> Regular sanitisation/ disinfection of door-handles/ keypad locks etc. Hand Sanitiser stations in place in high-touch areas (e.g. keypad locks, access/ egress points etc.) 	2	4	8	<ul style="list-style-type: none"> Consider thermal fever screening upon entry, using a fixed or hand-held fever screening system Consider recorded temperature checks upon signing in using a clinical thermometer. 	1	4	4
Wash / Bathroom Facilities	Washroom facilities are high-contact areas frequented by the majority of staff and students during the day. Personal	<ul style="list-style-type: none"> All washrooms to have signage to instruct in correct handwashing technique and the importance of maintaining the practice 	2	4	8	<ul style="list-style-type: none"> Risk has been managed to a currently acceptable level providing control measures are observed. 			

COVID-19 – SAFE WORK RISK ASSESSMENT

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	hygiene can also be a factor	<ul style="list-style-type: none"> All common facilities to be subject to a recorded and checked cleaning regime Student and staff wash/ shower/ toilet facilities to be optimised for social distancing (i.e. taking urinals/ sinks/ cubicles out of use as required to maintain the correct 2m separation) 			8				
Kitchen / Break-room facilities (staff)	Kitchen and Break-room facilities are high-contact areas frequented by the majority of during the day. General hygiene can also be a factor	<ul style="list-style-type: none"> Staggered break times to avoid high numbers using facilities Staff encouraged to take breaks at their workstations, or use an outdoor area if available Staff encouraged to bring food and drink from home rather than use work facilities All common facilities to be subject to a recorded and checked cleaning regime Staff rooms arranged so as to maintain 2m separations 	2	4	8	<ul style="list-style-type: none"> Work facilities e.g. kettles to be wiped and disinfected before and after every use Allocate facilities by department Consider the potential for temporary staff break areas to accommodate the above. 	1	4	4
Classroom Layout	A poor layout of work areas can lead to social distancing being hard to maintain, and increase the risk of infection	<ul style="list-style-type: none"> Classrooms have been arranged to facilitate the 2m (or 1m+) social distancing separation Classrooms to have a label placed with current safe capacity 	1	4	4	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			

COVID-19 – SAFE WORK RISK ASSESSMENT

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Office Layouts	A poor layout of work areas can lead to social distancing being hard to maintain, and increase the risk of infection	<ul style="list-style-type: none"> Individuals must be positioned a minimum of 2m (or 1m+) from each other. Where workstations are closer than this, alternate workstations should be used Desks have been arranged to accommodate the above Where members of staff falling under the Vulnerable category (see above) are involved, they should be allocated a room or office to themselves (where possible) 	1	4	4	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			
Use of Equipment	Improper or untrained use of COVID-19 safety equipment could lead to an infected individual entering the premises	<ul style="list-style-type: none"> All relevant staff should receive comprehensive training on the use of any equipment installed or supplied specifically for COVID-19 control (e.g. thermal fever-screening systems, touchless thermometers etc.) 	1	2	2	<ul style="list-style-type: none"> Training for staff to occur if and when such equipment is implemented. 			
Maintenance of Equipment	Improperly maintained COVID-19 safety equipment could result in an infected individual entering the premises, or hygiene levels to be compromised	<ul style="list-style-type: none"> All safety equipment to be subject to recorded checks Any battery-powered items (e.g. thermometers / cordless hand sanitiser dispensers) to be regularly checked, and a ready supply of replacement batteries to be kept on hand 	1	4	4	<ul style="list-style-type: none"> In some cases, equipment maintenance can be undertaken by a third-party contractor, especially where the equipment is on hire, or has been supplied by a contractor. These contractors must also 			

COVID-19 – SAFE WORK RISK ASSESSMENT

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						abide by the correct protocols when entering the building (see 'Contractors – above)			
Ventilation	Forced airflow (e.g. through the use of fans / heavy air conditioning) could contribute to the spread of droplets	<ul style="list-style-type: none"> • The use of portable and desk fans is encouraged to promote airflow to prevent the stagnation of patches of air • Natural ventilation (i.e. open windows) to be used as much as possible to promote circulation of fresh air around the building • Air conditioning or active ventilation which circulates fresh air is to be used where possible, avoiding systems which recirculate air around multiple rooms. 	2	4	8	<ul style="list-style-type: none"> • Risk has been managed to a currently acceptable level providing control measures are observed. 			
Student Lockers	Locker areas are traditionally areas in which social distancing would be difficult to maintain	<ul style="list-style-type: none"> • Student lockers have been removed from use until the requirement for social distancing is no longer in force 	1	4	4	<ul style="list-style-type: none"> • Risk is considered to be low, providing control measures are observed. 			

COVID-19 – SAFE WORK RISK ASSESSMENT

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Water Fountains	There are a number of water fountains installed throughout the campus. These are high-touch areas, and may also be areas of high droplet risk	<ul style="list-style-type: none"> All water fountains currently installed have been taken out of use Water is to be supplied, with students encouraged to bring in their own, personal water bottle 	1	4	4	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			
Changing Rooms	Changing rooms are also areas where social distancing would traditionally be hard to maintain	<ul style="list-style-type: none"> Pupils are to travel to and from school in their vocational uniform avoiding the need to change frequently If required to change pupils will do so in the toilet cubicles. 	2	4	8	<ul style="list-style-type: none"> 2m grid to be marked out as a guide on the floors of changing rooms. 	1	4	4
EMERGENCIES & FIRST AID									
Emergency evacuations and situations calling for the use of First Aid will require a modified approach, within reason									
Emergency Evacuation	Potential for injury due to fire or other emergency event, as well as the heightened potential for cross infection due to inevitable contact with others during the evacuation	<ul style="list-style-type: none"> Separate fire exits for different areas/ departments where possible Muster points to be arranged by department (2m apart) where possible 	2	4	8	<ul style="list-style-type: none"> Ensure that any changes made to Emergency Evacuation plans are trained out to staff immediately. 	1	4	4


COVID-19 – SAFE WORK RISK ASSESSMENT

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Government Guidance indicates that an emergency evacuation is to be regarded as an extenuating circumstance (e.g. Social Distancing should not be regarded as a priority where this would impede a safe evacuation). However, where control measures are able to be safely observed, they should be.									
First Aid Situations	Increased potential for infection due to necessity for person-to-person contact	<ul style="list-style-type: none"> Mouth-to-mouth discouraged, in favour of 'compression only' CPR Specific First Aid personnel trained in COVID protection measures 	3	4	12	<ul style="list-style-type: none"> Consider acquiring new equipment (such as resuscitation masks equipped with a safety valve, or mask& bag equipment) to be able to give rescue breaths safely Any new equipment or process is to be trained out to relevant staff immediately PPE (such as aprons, gloves and masks) to be kept with every First Aid Kit to protect First Aiders if required. 	2	4	8

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PPE									
Supply and correct use of personal protective equipment									
Improper use of PPE	Improper use of PPE negates its effectiveness, increasing the risk of infection	<ul style="list-style-type: none"> All personnel are to be trained in PPE requirements and the correct use of any PPE supplied Use of PPE is to be monitored by supervisory staff, with non- or improper usage to be taken seriously 	1	4	4	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			
Lack of PPE	A lack of PPE may mean that protocols cannot be followed correctly	<ul style="list-style-type: none"> PPE will be supplied if and when required. In the event of this supply failing, secondary measures can be taken (e.g. further reducing staff numbers/ increasing distancing etc.) Arts Ed Face shields will be made available for students at cost price 	1	4	4	<ul style="list-style-type: none"> Risk is considered to be low, providing control measures are observed. 			
Note: All PPE should be regarded as a last-defence measure. Masks should be kept clean, and in good condition, and gloves should be clean and changed regularly, depending on the policy for their use.									

COVID-19 – SAFE WORK RISK ASSESSMENT

Risk Rating System																																																			
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RISK ASSESSMENT NOTES AND APPENDICES

RA APPENDIX 1 – VULNERABLE AND HIGH-RISK INDIVIDUALS

Clinically Extremely Vulnerable People

Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP. Guidance on who is in this group can be found here:

<https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Extract from the .Gov website (link above)

Expert doctors in England have identified specific medical conditions that, based on what we know about the virus so far, place someone at greatest risk of severe illness from COVID-19.

Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in this group.

- Solid organ transplant recipients.
- People with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
- People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
- People on immunosuppression therapies sufficient to significantly increase risk of infection.
- Women who are pregnant with significant heart disease, congenital or acquired.

People in this group should have been contacted to tell them they are clinically extremely vulnerable.

Clinically Vulnerable People

Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here:

<https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others>

Extract from the .Gov website (link above)

If you have any of the following health conditions, you are clinically vulnerable, meaning you are at higher risk of severe illness from coronavirus. You are advised to stay at home as much as possible and, if you do go out, take particular care to minimise contact with others outside your household.

Clinically vulnerable people are those who are:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
- diabetes
- a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant women

RA APPENDIX 2 – PROTECTED CHARACTERISTICS

The protected characteristics below are defined in the Equality Act 2010. Staff members possessing one or more of these characteristics must be granted the same opportunities and ability to work safely as their other colleagues. Where this cannot be achieved due to control measures put in place to control the spread of COVID-19, a mutually agreed solution must be reached.

The protected characteristics are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity

- Race
- Religion or belief
- Sex
- Sexual orientation

An example of a mutually agreeable solution might be for an expectant mother (who also comes under the category of a Clinically Vulnerable person – see Appendix 1), who is not able to undertake her work from home to be placed on suspension with full pay

RA APPENDIX 3 – RECOGNISING SYMPTOMS OF CORONAVIRUS

The main symptoms of coronavirus are:

- **High temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature). Consideration needs to be given to low-grade pyrexia (raised body temperature) of 37.5° – 37.9°. However, the NHS classifies pyrexia as 38° and above. A low-grade pyrexia may need a repeat temperature check.
- **New, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **Loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least one of these symptoms.

This information comes directly from the Government/ NHS website advice, which can be found at: <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>