

## Covid 19 Risk Assessment Form Consett & NDA Academies – Staff & Visitors

Risk assessment carried out by – Andy Collishaw/Kevin Broadfoot/Lorna Hodson Fraser	Job title – Corporate Senior Managers	Date of assessment – 25/02/2021
Review interval - Ongoing	Date reviews carried out – Ongoing	

Staff covered by this assessment – Staff / Visitors / Contractors	Activities involved – All activities on site
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RISK RATING		Likelihood		
		Probable Occurs repeatedly, to be expected or could affect large number of people	Possible Could occur sometime or effect a few people	Remote Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability or ill-health	High	High	Medium
	Severe Injury requiring medical treatment	High	Medium	Low
	Minor First aid treatment	Medium	Low	Low

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Risk Rating H/M/L (after)	Monitored
Building Capacity	H	As per fire regulations.	M	KEB
Staff Arrival on site	M	Staff should not to car share, unless with another member of their household bubble. Any staff found to be car sharing may be subject to disciplinary procedures. Controlled entry to site using the main entrance. All people entering the building must sign into Inentry using card. On entry all must wash their hands in the first available washroom/sanitise. Staff should wear a face covering at all times. Visors have been deemed as not suitable.	L	JRW
Visitor Arrival on Site	M	Wherever possible visitors meetings should take place remotely. If an on-site meeting is required the visitor must be controlled to site using the main entrance. Visitors entering the building will be signed in by reception staff into Inentry.	L	JRW

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Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Risk Rating H/M/L (after)	Monitored
		On entry all must wash their hands in the first available washroom. Queuing system to maintain 2m distance.		
<b>Reception</b>	<b>H</b>	The reception window will remain closed at all times. Perspex screens installed. No one should approach reception inside the designated area unless instructed to by the reception staff. On this instruction the reception staff will step back to their demarcated line to maintain a 2m distance. Only one member of staff will be allocated to the reception area and no rota will be in place.	<b>M</b>	<b>JRW</b>
<b>Office Space/On Site Operations</b>	<b>M</b>	Staff are expected to wear a face covering in offices where social distancing precautions are not being maintained. Only one person will be able to use a closed area office at any one time. Any office space with an external window, should open the window to allow a flow of fresh air. The buildings are designed into different zones (bubbles). Teaching staff to move between zones and students to remain within classrooms, within their zones. Open offices will have a one-way system with clear demarcation on the floor and walls to support the 2 m distancing rules. Shared areas/offices will have clear signage to indicate the number of people allowed in the area at any one time. Shared areas will have hand sanitiser available. Team meetings wherever possible to take place remotely. All staff to adhere to the 2m rule, wherever possible. Ventilation system to provide a flow of fresh air.	<b>L</b>	<b>JRW</b>
<b>Classrooms</b>	<b>H</b>	All classrooms to have a 2m demarcation zone, which teachers must remain in. Students and teachers to wear face coverings whilst in classrooms. Students will be allocated a desk and remain in there throughout. Classrooms will be filled up from the back to avoid students crossing. Movement in the classroom will be kept to a minimum and teachers will stagger any movement to avoid students not meeting the 2m distancing rule. All equipment will be on the desk ready and students will not share equipment. Each classroom will have hand sanitiser and sanitising wipes available and it should be used at the start of each lesson. Students will remain in the classroom and teachers will move.	<b>M</b>	<b>JRW</b>
<b>Computer Rooms or other shared facilities</b>	<b>H</b>	Each computer classroom will operate a colour system to indicate what stations can be used. Cleaning after every use will be in operation.	<b>M</b>	<b>JRW</b>

Hazards / issue	Risk rating H/M/L (before)	Controls already in place	Risk Rating H/M/L (after)	Monitored
<b>One Way System</b>	<b>M</b>	Staff will be instructed which stair to use at end of the day to avoid crossover. Corridors will operate a walk on the left-hand side and social distancing rules should be adhered to if two individuals are on the corridor at the same time. Where it is safe to do so corridor doors will be held open, fire safety will take precedent over Covid-19.	<b>L</b>	<b>JRW</b>
<b>PPE</b>	<b>H</b>	PPE including, full face visor, face masks and gloves are available for staff to wear. All staff to wear face coverings, in communal areas and classrooms	<b>L</b>	<b>JRW</b>
<b>Dining Strategy</b>	<b>H</b>	Queuing for lunches are as per re-opening plans. Each year group bubble has their dedicated dining area. After each service it is fully cleaned to allow the following year group to access the same space. There is no social distancing within the bubble at dining times. A one-way system is introduced and food disposal stations are clearly identified at the exit of the dining area. The dining area will be a fill up from the back to avoid any cross over. Following each sitting the dining area will be cleaned, prior to another bubble using the area.	<b>M</b>	<b>JRW</b>
<b>Leaving Site</b>	<b>M</b>	All staff must leave via the main entrance. Staff to continue to wear a face covering whilst leaving the premises. Sign out using the inventory system and exit the building. Staff must not car share, unless with another member of their household bubble.	<b>L</b>	<b>JRW</b>
<b>On site protocols</b>	<b>L</b>	Hand washing and sanitizing of hands should be carried out regularly. Try to maintain a 2m distance at all times, where this is not possible ensure that sufficient protective equipment is used. Face coverings to be worn by staff at times within communal areas and classrooms.	<b>L</b>	<b>JRW</b>
<b>Human Resource Protocols</b>	<b>H</b>	Staff must not car share, unless with a member of their household bubble Clinically Extremely Vulnerable staff are to continue to shield Clinically Vulnerable staff are able to return to work. Contact has been made by the HR team to support the return of all CEV staff, CV staff and high-risk groups. Pregnant women are considered to be Clinically Vulnerable. An individual risk assessment will be undertaken for any pregnant women.	<b>M</b>	