

Health and Safety Risk Assessment

Academy / School	Leigh Academies Trust			Assessment No.	
Site	Marden Primary Academy	Location	Goudhurst Road, Marden TN12 9JX		
Subject of Assessment	Business Manager and Caretaking Activities during Covid-19				
Assessed by	Tracy Thomas	Date	13.7.2020	Review date	On regular basis and when changes occur
Details of workplace/activity	Control and Management of cleaning, catering, maintenance, contractors, visitors, inspection regimes, PPM during COVID-19		Persons Affected (Who may be harmed)		
			Academy Employees, students and pupils		
Hazards and Risks		Control Measures		Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1.	National guidelines are updated daily and school lapses in following advice	<p>The Trust has the most recent information from Government guidance, and this is distributed each day via an email from the SLT.</p> <p>Business Managers and Site Teams to comply with LAT policy, procedures and risk assessment and to ensure</p>		Low	Continue to comply with LAT policy and procedure and Government guidance

		Principals, are updated on any local issues or in relation to the Management of the academy building as necessary.		
2.	No control measures for social distancing rules and employees pupils and students, contractors and visitors not adhering to social distancing	<p>Employee, student / pupils are to follow Government guidelines for 2 metre social distancing where possible.</p> <p>Ideally staff should remain at 2 metres distance in all circumstances since it lowers the risk of transmission.</p> <p>Small adaptations to the classroom to support 2 metre social distancing where possible. Desks should be arranged so students can sit side by side and facing forwards.</p> <p>Tape and arrows are to be put in place around the school at 2M distance to ensure employees, students and pupils have 2M markers to follow</p> <p>Monitor to discourage parents, pupils and students congregating in the academy playground and gates at drop off and pick up times</p> <p>BM and Site Teams to follow government social distancing guidelines (currently 2m where possible) at all times whilst carrying out general duties at all times</p>	Medium	Monitor 2M distancing and ensure tape and arrows in place are in good repair
3.	Hygiene and infection control measures not adhered to	<p>Windows to be opened each day before classrooms are occupied and other areas of the academy, to ensure good ventilation and flow of air throughout the day</p> <p>Washing hands with soap and water is best practice and the use of sanitiser is to compliment this.</p> <p>Monitor to ensure Soap and sanitizer units and bottles of sanitizer are available in all areas of the academy at all times and that stocks are replenished as necessary and do not run empty</p>	Medium	Continue to monitor on a regular basis and comply with LAT policy and procedures and government guidance

		<p>Sanitisers and soap will be available around the academy as well as in each classroom, ensure stocks are replenished as necessary and do not run empty. BM's and site teams should wash and sanitise hands when entering and leaving a classroom and other areas of the academy on a regular basis.</p> <p>PPE to be worn as appropriate, for cleaning and other duties refer to the Cleaning Risk Assessment</p> <p>Protective gloves worn should be removed safely by: Rolling the glove down hand so it turns inside out, use the clean side of the glove to remove the other glove, dispose of the gloves safely and then wash hands for 20 seconds</p> <p>Monitor cleaning regimes to ensure touch points are cleaned throughout the day</p> <p>Water fountains to be taken out of use and appropriately covered and checked on a regular basis to ensure no one has tampered with measures put in place</p>		
4.	Employees feeling unwell with symptoms of COVID -19 procedures not followed	<p>All employees are to comply with LAT policy procedures and risk assessments.</p> <p>Employees who feel unwell with COVID-19 symptoms should stay at home and should not attend work and follow the Government's guidance on Self-isolating and testing in conjunction with the LAT Absence Policy.</p> <p>BM's will:</p> <p>communicate to their staff the importance of following LAT policy procedures and risk assessment at staff briefings</p> <p>remind staff of the LAT sickness policy</p>	Medium	Continue to monitor any case of COVID – 19 and in line with Government policy and procedures and track and trace

		Inform the Principal / Line Management immediately of contact with anyone who has symptoms of COVID-19		
5.	Contaminated Waste from a suspected COVID-19 person not disposed of appropriately	<p>Contaminated waste such as cloths, tissues etc of areas where employees, students and pupils with COVID-19 have been identified should be put in a plastic rubbish bag and tied and then put into another plastic bag.</p> <p>Contaminated waste should not be placed in communal waste areas until negative test results are known for an individual or the waste has been stored for at least 72 hours.</p> <p>If storage for at least 72 hours is not appropriate, arrange for collection as category B infectious waste, either by your local waste collection authority, or otherwise by a specialist clinical waste contractor.</p> <p>Refer to cleaning risk assessment</p>	Medium	Continue to ensure Government guidelines and LAT policy and procedures and risk assessments
6.	No compliance with other Health and Safety legislation	<p>Although the HSE recognises during this difficult time that some low risk health and safety measures may need to be relaxed, they have stated that for higher risk areas legislation still needs to be upheld:</p> <p>Fire evacuation - will need to be carried out as necessary whilst still following social distancing measures. BM's will need to review emergency evacuation plans PEEP's should be updated as appropriate</p> <p>Legionella - continue with temperature testing and flushing, maintenance regimes</p> <p>Asbestos - ensure management inspection regimes are in place, the asbestos register is utilised for contractors</p> <p>Heating and ventilation systems - put back in to operational settings</p>	Medium	Regular monitoring and inspection and records are to be kept up to date

		<p>Gas –ensure gas safety checks continue and are up to date</p> <p>Electrical – continue visual checks on portable electrical equipment, and electrical maintenance is carried out as appropriate</p> <p>Lifts – ensure 6 monthly inspection regimes if lifts are still in use, or at least before they are used again</p> <p>Other contract services – waste collection, hygiene contractors, pest control etc</p> <p>Machinery and equipment – that has not been used in a while must be checked to ensure it is safe to use</p> <p>Other critical services – i.e. hoists used for people</p> <p>Check – for other obvious hazards, do what you can to make what you find as safe as possible</p>		
7	Not following compliance for Accident / incident reporting and RIDDOR	<p>Follow the HSE guidance on RIDDOR reporting and COVID - 19, contact Health and Safety Manager, Line Manager for further advice</p> <p>Record accident and incidents as normal on Handsam, investigate and report under RIDDOR as necessary for other accidents / incidents</p>	Low	Continue to follow accident and incident procedures
8.	Contractors not adhering to LAT policy and procedures and infection control measures, lack of communication	<p>Ensure contractors risk assessments include specific reference to COVID-19 control measures.</p> <p>Ensure contractors are provided with information on LAT COVID-19 risk control measures and procedures before they commence work</p>	Medium	Continue to monitor contractors working on site

		<p>Monitor any contractors on site to ensure they are following infection control measures and are social distancing at all times</p> <p>Minimise PPM visits to sites by contractors for the first week of the return of students and pupils to allow staff student operational routines to be embedded.</p> <p>Ensure good communication and co-operation with contractors</p>		
9	Lack of Equipment cleaning materials and PPE	<p>Each academy site will have the following equipment and materials and PPE on site:</p> <ul style="list-style-type: none"> ● Hand gel with a minimum of 60% alcohol in line with Public health England ● Soap and running water ● Disinfectant Spray ● Protective gloves ● Masks for first aid purposes only ● Plastic aprons ● Warning tape ● Directional arrows ● Other signage <p>Site teams and BM's to wear PPE as appropriate for tasks being carried out in accordance with task risk assessments and COVID-19 risk assessment</p>	Medium	Ensure stocks are replenished
11.	Lack of communication and understanding of control measure with employees	Line Management to communicate regular briefings and updates on a daily basis to employees or as necessary	Low	Keep up to date with any changes to policy and procedures

Please note:

This risk assessment has been written with reference to information and guidance from Public Health England (PHE), Department for Education (DfE), Health and Safety Executive (HSE) and where relevant other Industry guidance.

This risk assessment should be reviewed regularly and updated if there are changes in the matters to which it relates and in accordance with the LAT change control procedure.