

## Health and Safety Risk Assessment – COVID19 Stepping measures up and down

<b>Academy / School</b>	London Design & Engineering UTC		<b>Assessment No.</b>		
<b>Site</b>	LDE UTC	<b>Location</b>	15 University Way, London E16 2RD		
<b>Subject of Assessment</b>	LDE UTC operating from March 2022 with regard to the COVID-19 pandemic. LDE UTC is classified as a secondary school with a Sixth Form and has over 600 full time learners, 50 part time apprentice learners and 100 staff.				
<b>Assessed by</b>		<b>Date</b>	7 <sup>th</sup> April 2022	<b>Review date</b>	ongoing
<b>Details of workplace/activity</b>	<p>Assessment of the contingency plans and extra measures for operating in exceptional circumstances, e.g., if the number of positive cases substantially increases in the college. Local spikes in COVID19 are best managed through a dynamic risk assessment approach that is followed by documenting the risk assessment.</p> <p>Given the detrimental impact that restrictions can have on learners, any measures should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible. This assessment covers learners and employees partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), the provision of First Aid and all visitors to the school.</p>		<b>Persons Affected</b> <i>(Who may be harmed)</i>		
			Learners, Employees, Volunteers, Contractors and Visitors.		

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
1.	<p>Spread/contraction of COVID19 due to the number of positive cases increasing substantially.</p> <p>Staff, learners, and visitors could be at risk.</p> <p>From 24/02/22 people are not legally required to self-isolate if they test positive for COVID19, but they should try to stay at home and away from others to avoid passing on the virus.</p>	<ul style="list-style-type: none"> <li>The college will monitor infections daily with a view to ensuring the risk of COVID19 transmission is reduced.</li> <li>The college will follow the guidelines set on the <a href="#">UK Health Security Agency (UKHSA) health protection in education and childcare settings</a> and seek public health advice if the number of positive cases substantially increases.</li> <li>All staff have been made aware of the government plan for <a href="#">COVID19 Response: Living with COVID19</a> and <a href="#">Government sets out next steps for living with COVID - GOV.UK (www.gov.uk)</a></li> <li>The college follows the published UKHSA guidance.</li> <li>Learners, staff and other adults should follow <a href="#">public health advice on when to self-isolate</a> and what to do.</li> <li>If anyone in the college develops <a href="#">COVID19 symptoms</a>, they will be advised to follow <a href="#">public health advice</a>.</li> <li>The college will advise learners and staff to note the latest TfL guidance on safer travel <a href="https://tfl.gov.uk/campaign/safer-travel-guidance">https://tfl.gov.uk/campaign/safer-travel-guidance</a></li> <li>The college actively recommends all eligible staff and learners to take up the offer of a vaccine.</li> <li>The control measures to prevent COVID19 are documented, explained to all staff and all questions are answered.</li> <li>All activities are risk assessed and the risk of COVID19 infection is considered.</li> <li>The college can implement the following in case of an outbreak: <ul style="list-style-type: none"> <li>Good hand hygiene procedure, e.g., Hand washing is completed when entering a classroom and between specific activities</li> </ul> </li> </ul>	Medium/Low	

Hazards and Risks	Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
	<ul style="list-style-type: none"> <li>- Good respiratory hygiene, 'catch it, bin it, kill it' approach.</li> <li>- Maintain appropriate cleaning regimes, in line with the guidance <a href="http://www.gov.uk">Living safely with respiratory infections, including COVID-19 - GOV.UK (www.gov.uk)</a>.</li> <li>- Introduce further enhanced cleaning regimes, e.g., additional cleaning focussing on highly touched points and shared equipment, monthly chemical spray of communal areas and additional touch-point cleaning.</li> <li>- Keep occupied spaces well ventilated, e.g., ensuring mechanical ventilation draws in fresh air or extract air from a room (rather than circulated old air)</li> <li>- Prompt liaison with public health advice on testing, self-isolation and managing confirmed cases of COVID19.</li> <li>- PPE will be provided if it is deemed necessary, in line with <a href="http://www.gov.uk">Health protection in education and childcare settings - GOV.UK (www.gov.uk)</a></li> <li>- The college has contingency plans to cover the possibility of having to limit:               <ul style="list-style-type: none"> <li>o whole year group assemblies</li> <li>o residential educational visits</li> <li>o open days</li> <li>o transition or taster days</li> <li>o parental attendance</li> <li>o live performances</li> <li>o contractor's works</li> </ul> </li> <li>- Except to restrict access to confidential/secure areas, wherever possible all classroom and other doors will be held open by doorstops (automatic release for fire</li> </ul>		

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		<p>doors) at all times when College is open, to limit the need to touch door handles and increase ventilation.</p> <ul style="list-style-type: none"> <li>- All those entering the College are provided with the facility to wash/sanitise their hands;</li> <li>- Hand washing/sanitiser stations are located on each floor, and hand sanitiser bottles within each classroom and on entry and exit to the restaurant;</li> <li>- Hand washing sinks are located within each toilet provision;</li> <li>- Sink taps have been adjusted to maximise flow time to enable effective hand washing.</li> </ul>		
2.	Spread/contraction of COVID-19 due to an individual developing COVID19 systems or has a positive test.	<ul style="list-style-type: none"> <li>• Where an individual exhibits symptom(s) during the school day, and does not feel well enough to continue work/learning on-site the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>• The door to the isolation room will be closed (where possible).</li> <li>• The isolation room is suitably ventilated by opening a window or by mechanical ventilation.</li> <li>• The isolation room is cleaned after the individual has left. Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels.</li> <li>• All building users advised re monitoring their own health, reporting symptoms and self-isolating.</li> </ul>	Medium/Low	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
3.	Learner or member of staff becoming unwell with COVID19 and being hospitalised.	<ul style="list-style-type: none"> <li>The college will seek public health advice if a learner or staff member is admitted to a hospital with COVID19. Hospitalisation could indicate increased severity of illness or a new variant of concern. Public health support will assist the school in managing risk assessments and communicating with staff and parents.</li> </ul>	Low	
4.	People at a higher risk of COVID19 infection	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable (CEV) individuals follow the <a href="#">DHSC and UKHSA advice for people whose immune system means they are at higher risk from Covid-19</a> and also the guidance on <a href="#">how to stay safe and help prevent the spread of COVID19</a>.</li> <li>CEV individuals have been asked to seek advice from their health professional on whether additional precautions are right for them.</li> <li>CEV staff that have received personal advice from their specialist or clinician on additional precautions continue to follow that advice and the college will make reasonable adjustments where appropriate.</li> <li>The college will include consideration of COVID-19 as part the pregnancy risk assessment for any pregnant staff <a href="#">Pregnancy and coronavirus (COVID-19) - NHS (www.nhs.uk)</a>.</li> </ul>	Medium/Low	
5.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>The Principal will liaise with the CFO and Premises Manager to ensure that arrangements are in place for the effective management of the premises.</li> <li>The Premises Manager have a contingency plan for sudden premises staff absence (standby key holders in place, regular agencies for cover as necessary and UEL can support if needed).</li> </ul>	Low	

Hazards and Risks	Existing Control Measures	Risk Level <i>(Very High, High, Medium, Low)</i>	Further Actions ✓/X <i>(If ✓ See Actions)</i>
	<ul style="list-style-type: none"> <li>The college will take the <a href="#">DfE good estate management for schools</a> guidance into account.</li> </ul>		
<p>6. Learners or staff stress, anxiety, or learner's poor behaviour due to the ongoing changes and challenges caused by the pandemic.</p>	<ul style="list-style-type: none"> <li>The college has communication channels available to staff, learners, and parents. All concerns will be addressed in line with government or other relevant official guidance.</li> <li>To ensure the wellbeing of learners, attendance restrictions will only be considered as a last resort short-term measure.</li> <li>Learners will have access to lessons if they have tested positive for COVID-19 but are well enough to learn from home.</li> <li>Learners are referred to resources of support on the <a href="#">MindEd</a> learning platform</li> <li>The control measures to prevent COVID19 are discussed with staff and all staff are given an opportunity to discuss any concerns they may have.</li> <li>In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to learners; these can be accessed via the Wellbeing Padlet.</li> <li>Senior Leaders have an open-door policy.</li> <li>Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload</li> <li>The college has systems to keep in touch with learners or staff that are absent from the college.</li> </ul>	Medium	

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions √/X (If √ See Actions)
7.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> <li>• Travel advice is obtained from the Foreign, Commonwealth and Development Office before and during all trips and visits.</li> <li>• Domestic local, residential, and international education visits are planned in line with the Educational Visits Policy.</li> <li>• Only learners who are attending learning at school will go on approved educational visits and remote learners will not attend</li> <li>• The college will check broader international travel policy and travel legislation and will have contingency plans to account for any changes</li> <li>• The school will liaise with the visit provider and the insurance provider to assess the protection available and ensure the safety and wellbeing of staff and learners.</li> </ul>	Low	
8.	Spread/contraction of COVID-19 from learners arriving from abroad.	<ul style="list-style-type: none"> <li>• Learners and staff travelling to England adhere to government travel advice in <a href="#">Travel to England from another country during coronavirus (COVID19)</a></li> </ul>	Low/Medium	

**Please note:**

*The hazards and controls noted above are an example of those that may be present when completing such a task. This assessment template is an example only and should either be used as a reference only or amended to reflect the actual hazards and controls identified on-site by the assessor.*

*Following assessment, if no further actions are assessed to be required, please mark an **X** in the "Further Actions" box. If, however additional controls or actions are assessed to be required please place an **√** in the box and note the action in the action plan.*

<b>ACTION PLAN</b> (Additional Control Measures Required/Recommended Actions)				
Hazards and Risks	Recommended Actions	Target Date	Completed by	Date Completed

*Any further actions identified should be completed before the assessed task is carried out.*

<b>Reviewed / Approved By</b>		<b>Job Title</b>		<b>Date</b>	
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***By signing this risk assessment, I confirm the assessment has been shared / made available to all relevant staff to review. All staff have been asked to confirm they have read and understood the control measures.***



## Appendix – Assess the Level of Risk

In this risk assessment the level of risk is expressed qualitatively as **Low, Medium, High or Very High**. Underlying these descriptors of risk is a probabilistic model which factors the **likelihood** of an accident or event against the **severity** of harm that may occur. The **risk rating**, calculated as **likelihood x severity**, maps into the qualitative terms used as follows:

		Severity			
		Minor Injury	Reportable Injury	Serious Injury	Critical
Likelihood	Unlikely	Low	Low	Low	Medium
	Possible	Low	Medium	High	High
	Probable	Medium	High	High	Very High

**Reportable Injury** is an important threshold and refers to UK legislation in this respect, often referred to as **RIDDOR**. A reportable injury or occurrence includes:

- major injuries as defined in RIDDOR,
- accidents that resulted in more than 7 days off work,
- an injury to a member of the public, a customer or visitor, or a school learner or learner, that required hospital treatment.

(See <https://www.hse.gov.uk/pubns/edis1.pdf> for more information on RIDDOR).