



## Introduction

The following is a risk assessment relating to the phased return to work and the re- opening of **The Source Academy, 300 Meadowhall Way, Sheffield, S9 1EA**, safely, during the pandemic COVID-19.

Covid-19 being the one hazard being contemplated throughout this assessment. The virus is spread via minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a varied period of time, dependant on the surface.....

According to the World Health Organisation, studies have shown that the COVID-19 virus can survive for up to **72 hours on plastic and stainless steel**, less **than 4 hours on copper** and less than **24 hours on cardboard**.

It's worth noting that the Centre for Disease Control and Prevention suggests that although a person can get Covid-19 by touching a surface or object that has the virus on it and then touching their own face – it's not thought to be the main way the virus spreads, it appears to be the inhalation of the fine water droplets or transfer of the virus via the eyes and touching around the mouth.

Health officials have emphasised that both washing your hands frequently and cleaning and disinfecting touched surfaces daily are key in preventing the virus' spread.

A risk assessment does not control risk. It is the actions of individuals who implement the action plan. Success, therefore, comes with constant monitoring, checking, planning/re-planning and implementation.

Then assessment has been completed in line with all current guidance issued by..... HM Government/HSE/IOSH/NHS England guidance; regarding managing the risks associated with COVID-19

Signed..        Tricia Smith, Chief Executive

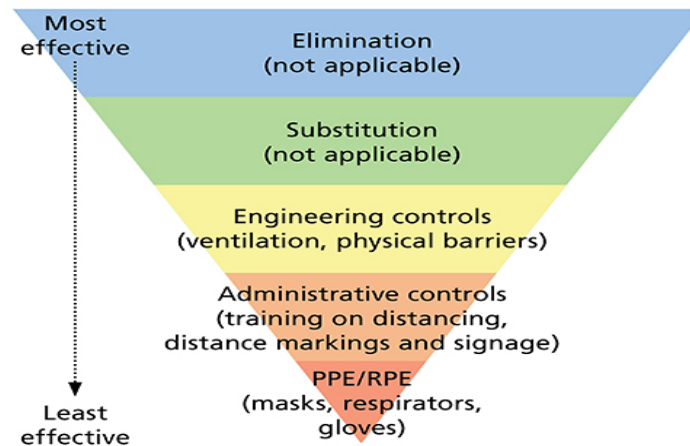
Date...        15.06.2020

This process has adopted a systematic **plan–do–check–act** approach in respect of the gradual phased return to work, taking into account four key areas of prioritisation:

- 1 Safe people
- 2 Safe Workplaces
- 3 Safe Equipment
- 4 Safe Systems

Also using a recognised hierarchy of control (IOSH Covid-19 risk assessment guidance):

Covid-19 hierarchy of control



Identified Hazards	People at risk from harm	Risk (low to High)	Control Measures	Actions Taken by whom and when
<p><b>Safe People:</b></p> <ol style="list-style-type: none"> <li><b>1. Communication</b></li>   <li><b>2. Health promotion for workers</b></li>   <li><b>3. Controlling workloads, tasks and deadlines</b></li> </ol>	<p>Staff, customers, contractors, visitors, delegates</p>	<p>Medium</p>	<ol style="list-style-type: none"> <li>1. Communicate organisational plans regarding building changes, routines and requirements and regular updates as the situation changes and evolves. Constant contact with remote workers to update. Employees to follow established reporting system of sickness</li> <li>2. Promote safer, healthier ways of working. Encourage staff to discuss well-being and mental health concerns. Access to Occupational Health resources. General wellbeing information offered to all staff. Encourage staff to be active. Advice on reduction of exposure travelling to and from work. Arrangements through, training, facetime, emails &amp; discussions to inform of the disease, symptoms, what will be required if staff develop symptoms (this also being extended to any delegate or visitor) following NHS England guidance on "Track and Trace".</li> <li>3. Arrangements setting working hours boundaries, phased/staggered return to work for staff. Flexible approach to on-site off-site working. Ensuring all deadlines and tasks are SMART</li> </ol>	<p>CEO, SMT, Managers: prior to return and constant updates.</p>

Identified hazards	People at risk from harm	Risk level (Low, to, High)	Control Measures	Actions taken by whom and when
<b>Safe Equipment:</b>	Staff, customers, contractors, visitors, delegates	Medium	<p>Policies and procedures regarding having individual equipment (e.g. computers, desks, telephones course materials) if not possible then robust cleaning regimes after each person use. Following all Awarding Bodies guidance on delegate usage of equipment</p> <p>Procedures in place de-contaminate equipment where user found to have fallen ill with Covid-19</p> <p>Washing facilities throughout the premises plus additional hand sanitiser stations throughout common areas and in offices</p> <p>Ventilation equipment serviced</p> <p>Water systems tested</p>	CEO, SMT, Managers, staff, visitors, delegates, contractors, regularly
<b>Safe Systems:</b>	Staff, customers, contractors, visitors, delegates	Medium	<p>Minimising face to face contact with other staff and clients, where this is not possible additional shielding (screens) sanitising and PPE available.</p> <p>Introduction of a One-Way system throughout the building</p> <p>Procedures in the control of contractors, limiting contact, rescheduling of times in building</p> <p>Staff awareness training in Covid-19</p>	CEO, SMT, Managers, staff, visitors, delegates, contractors



<p><b>3. Reception</b></p>	<p>Staff, customers, contractors, visitors, delegates, members of extended family</p>		<p>3. Mechanical air handling ventilation on at all operational times. Perspex screen at reception to protect receptionist. Signage throughout the area.. one-way system, 2m social distancing, sanitising hands. System in place to segregate people coming in and out of the building....entrance from the car park...exit towards the main road. Hand sanitiser station at entrance doorway....expectation hand sanitise before entering building. Main printer relocated to (Albaney's) office, accessed by door to corridor thereby restricting personnel in reception area. Deliveries to be of business only, no staff personal deliveries to limit parcels coming into the building, all deliveries to be held for 24 hrs prior to collection. Receptionist to maintain covid safe area of immediate work area, computer, telephone etc; when there is a changeover of personnel, all areas must be disinfected by wiping down of all surfaces. Customers, visitors expected to maintain social distancing protocol. Restricted toilet facilities, closing some of the cubicles off therefore limiting personnel in smaller spaces, hand sanitisers, paper towels and wipes available in all toilet areas. De-activation of hand driers. Cleaning regime throughout the working day of all touchable surfaces eg door handles etc</p>	<p>CEO,SMT's, Managers, staff, visitors, adhering to all systems and procedures. Monitored and reviewed weekly</p>
<p><b>4. Café area</b></p>			<p>4. Re -configured to become large meeting area. . restricted, locked access. Access available through Billy (at present). If/when this area becomes an interview area then screens will be installed to protect both customers and staff. Hand sanitisers, paper towels and wipes available. After each use all surfaces must be wiped/disinfected. Mechanical ventilation to be on at all operational times.</p>	<p>CEO,SMT's, Managers, staff, visitors, adhering to all systems and procedures. Monitored and reviewed weekly</p>

<p><b>5. Meeting rooms</b></p>			<p>5. Restricted/locked, access available through Billy. Hand sanitisers, paper towels and wipes available. After each use all surfaces must be wiped/disinfected. Mechanical ventilation to be on at all operational times. Any commercial training courses will have own specific risk assessments adhering and implementing relevant Awarding Bodies requirements.</p>	<p>CEO,SMT's, Managers, staff, visitors, adhering to all systems and procedures. Monitored and reviewed weekly</p>
<p><b>6. Plant room</b></p>			<p>6. Restricted access to all. Area kept locked. All plant systems serviced and maintained. Contractors, service engineers instructed of all systems, procedures they must adhere to whilst working in the building</p>	<p>CEO,SMT's, Managers, Billy , contractors, Monitored and reviewed weekly</p>
<p><b>7. Employees, delegates etc</b></p>			<p>7. All vulnerable, shielding staff, delegates, contractors and visitors advised in line with current government guidance. Instructions given to <b>all</b> members of staff regarding their expected roles and responsibilities, the building's policies , procedures and systems. If any member of staff, delegate etc develops any symptoms whilst on site they will leave the premises immediately, if of site they must inform us, self isolate and be advised to follow the current NHS England "Track and Trace" system. Occupational health and HR support available to all staff. Covid-19 Awareness training for all staff. PPE available where needed or required</p>	<p>CEO,SMT's, Managers, staff, visitors implementing, adhering to all systems and procedures. Monitored and reviewed weekly/or sooner where applicable</p>



### **Conclusion**

The business has spent a great deal of effort in developing and applying controls specific to our organisation's circumstances and needs. This will be a waste of time unless implementation and application is embraced by all members of staff and is monitored and reviewed on a regular basis.

It is vital we ensure that these controls, policies and procedures are maintained and even improved as our knowledge about the virus, its transmission and its control develops.

The Board will be kept informed on a regular basis of progress and performance.