

# **COVID19: Summer Holiday Working Risk Assessment and Action Plan**

**SCHOOL NAME: FRAMLINGHAM COLLEGE**

**DATE: 7<sup>th</sup> AUGUST 2020**

## **Purpose of this document:**

This COVID19 Risk Assessment and Action Plan sets out the decisions taken and measures put in place for staff working at FC over the Summer Holidays to ensure the school continues to operate safely. It is aimed primarily at Support Staff but is equally relevant for teaching staff coming in over the holiday period.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Buildings and Facilities</b>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	<i>Furloughed staff have been unable to manage systems and facilities non-operational.</i>	<i>H</i>	<i>Maintenance Staff have been on site daily to carry out mandatory checks and urgent maintenance.</i>	<i>Ongoing</i>	<i>L</i>
		<i>Facilities have been closed down and will not be able to be mobilised.</i>	<i>M</i>	<i>Maintenance and Domestic Managers have carried out regular checks of all facilities during lockdown.</i>	<i>Ongoing</i>	<i>L</i>
		<i>Risk of Legionella due to water systems not being used.</i>	<i>M</i>	<i>Regular water flushing and chlorination programme has continued during closedown.</i>	<i>Ongoing</i>	<i>L</i>
		<i>Grounds have been unused since start of lockdown.</i>	<i>L</i>	<i>Grounds staff have ensured the grounds have remained safe and operational.</i>	<i>Ongoing.</i>	<i>L</i>
	Reception re-designed to allow staff to work safely.	<i>Reception does not allow for adequate space between staff and visitors.</i>	<i>M</i>	<i>Reception Office is not open.</i>	<i>Ongoing</i>	<i>L</i>

				<i>Communication is online and by phone.</i>		
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Staff entry points can be congested</i>	<i>M</i>	<i>One-way system in place along Green Corridor. No specific measures required at FCPS.</i>	<i>10/08/20</i>	<i>L</i>
	Parking	<i>Congested parking might compromise social distancing</i>	<i>M</i>	<i>All staff parking in West Car Park or at front of school. FCPS parking in staff car park.</i>	<i>10/08/20</i>	<i>L</i>
	Consideration given to premises lettings in place.	<i>Letting of facilities might compromise safety and stretch resources.</i>	<i>M</i>	<i>Commercial 1-2-1 hockey and tennis coaching in accordance with Sports bodies and Government regulations. One residential letting taking place at FCSS from 26 to 28 August.</i>	<i>Ongoing</i>	<i>L</i>

	<p>Consideration given to the arrangements for any deliveries.</p>	<p><i>Deliveries need to be carefully managed to ensure staff safety is maintained.</i></p>	<p><i>M</i></p>	<p><i>Deliveries are made at the front of school and left or can be delivered to the Goods In Section when open. Deliveries left at FCPS entrance hall.</i></p> <p><i>Packages handled by Domestic staff and cleaned and disinfected before being passed to recipient.</i></p> <p><i>All packaging is disposed of immediately in accordance with waste management regulations.</i></p>	<p><i>Ongoing</i></p>	<p><i>L</i></p>
<p><b>Emergency Evacuations</b></p>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p>	<p><i>Current evacuation routes could cause multiple groups of people to come into contact.</i></p>	<p><i>M</i></p>	<p><i>Existing evacuation arrangements can remain in place to depart building by nearest route keeping to social distancing.</i></p>	<p><i>Ongoing</i></p>	<p><i>L</i></p>

	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	<i>Work places might not have easiest access for individuals requiring mobility support.</i>	<i>L</i>	<i>Line managers to carry our RA to identify those requiring mobility support.</i>	<i>10/08/20</i>	<i>L</i>
<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>	<i>Additional risk of infection in school environment.</i>	<i>H</i>	<i>Enhanced cleaning schedule in occupied areas to ensure that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i>	<i>Ongoing</i>	<i>M</i>
			<i>M</i>	<i>Handwash is to be checked and replaced as required by Domestic Manager and cleaning staff.</i>	<i>Ongoing</i>	<i>L</i>
			<i>M</i>	<i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i>	<i>Ongoing</i>	<i>L</i>
	Capacity of Domestic cleaning staff is adequate to enable enhanced cleaning regime.	<i>Insufficient Domestic Staff available to meet demand.</i>	<i>L</i>	<i>Domestic staff to be unfurloughed as required. All Domestic</i>	<i>Ongoing</i>	<i>L</i>

				<i>staff employed in-house and familiar with schools.</i>		
	Adequate cleaning supplies and facilities around the school are in place.	<i>No hand sanitiser for visitors to reception.</i>	<i>M</i>	<i>Hand sanitiser available at each designated school entrance for staff and visitors.</i>	<i>Ongoing</i>	<i>L</i>
	Arrangements for longer-term continual supplies are also in place.	<i>Workplaces do not have tissues, detergent cleaner, clothes and gloves- to deal with unexpected incidents.</i>	<i>M</i>	<i>Lidded bins to be used where possible.  Disposable tissues in each workplace to implement the 'catch it, bin it, kill it' approach. Each Photocopier and shared equipment has detergent spray, cloths and gloves.</i>	<i>Ongoing</i>	<i>L</i>
		<i>Low supply of soap and other cleaning materials in school.</i>	<i>H</i>	<i>Stock checked, monitored and ordered in time due to challenging supply chains.</i>	<i>Ongoing</i>	<i>M</i>

	Waste disposal process in place for potentially contaminated waste.	<i>Ineffective disposal of contaminated waste.</i>	H  M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours  Waste collections made early in morning when the minimum number of persons are on site.	Ongoing	M  L
<b>Communal Areas</b>	Rest areas need to be suitable and safe	<i>Unsuitable seating and close proximity will compromise safe distancing.</i>	H	Paul's Court and café are the main areas for consuming food and drink. Dining Hall to be used at FCPS. Chairs and tables can be wiped clean on regular basis. Grounds and Maintenance are permitted to use own rest areas with strict seating and social distance break rotas in place.	10/08/20	L

	Rest areas have been re/arranged to allow as much space between individuals as practical.	<i>Social distancing essential to avoid cross-contamination</i>	M	<i>FC has sufficient space on tables in Paul's Court for Support Staff. FCPS has sufficient space in Dining Hall.</i>	10/08/20	L
	Entry, exit and one-way routes have been determined and appropriate signage in place.	<i>Avoidance of bottlenecks in corridors.</i>	M	<i>The only one-way route at FCSS is the Green Corridor. Other routes allow for safe-distancing and two-way pedestrian traffic.</i>	10/08/20	L
	Chairs which are not easily washable or wipeable have been removed.	<i>Soft materials not easily washable</i>	M	<i>Any shared soft furnishings removed.</i>	10/08/20	L
	Sufficient toilets are available	<i>Insufficient toilets would result in crowding and infrequent cleaning would result in contamination</i>	M	<i>Toilets are available in Paul's Court and off Hobbies Room with limited numbers allowed access at one time. Regular cleaning in place.</i>	10/09/20	L
	Information posters are displayed at the main entrance, at building entrances, in corridors and in toilets.	<i>No COVID19 information posters currently in place. Limited reminders/awareness for pupils.</i>	L	<i>COVID-19 poster at entrances. Other general posters in toilets, corridors and general areas.</i>	11/06/20	L



<b>Staffing</b>	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.	<i>Insufficient staff able to attend school.</i>	<i>H</i>	<i>Staff audit undertaken to ensure sufficient staff available to work on-site.</i>	<i>From 15/06/20</i>	<i>M</i>
	Including at least one of the following to be available: <ul style="list-style-type: none"> <li>• First Aider</li> <li>• Maintenance and Domestic Staff</li> <li>• Reception/Office staff cover</li> </ul>		<i>H</i>	<i>All staff in place.</i>	<i>From 15/06/20</i>	<i>L</i>
	Approach to staff absence reporting and recording in place. All staff aware.		<i>L</i>	<i>HR Department system in place.</i>	<i>Continuous</i>	<i>L</i>

	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable.		<i>L</i>	<i>Staff to wear usual clothing and uniform as required. Staff reminded to regularly wash clothing at home.</i>	<i>15/06/20</i>	<i>L</i>
	Approach to support wellbeing, mental health and resilience in place, including bereavement support		<i>M</i>	<i>Staff are aware of SLT and HR support and general advice for schools.</i>	<i>Ongoing</i>	<i>M</i>
	How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.		<i>M</i>	<i>Staff wellbeing closely monitored, especially in current situation.</i>	<i>Ongoing</i>	<i>M</i>
	The approach for inducting new starters has been reviewed and updated in line with current situation.		<i>M</i>	<i>HR will manage induction for any new staff.</i>	<i>Ongoing</i>	<i>L</i>
	Arrangements to return any furloughed staff in place.		<i>L</i>	<i>SLT and HR working closely together to give furloughed staff sufficient notice of returning to work.</i>	<i>Ongoing</i>	<i>L</i>

	Any staff contracts requiring issued, extension or amendment in the current situation have been actioned.		<i>L</i>	<i>HR managing.</i>	<i>Ongoing</i>	<i>L</i>
	Any HR processes that were in-train prior to, or put on hold due to, the COVID19 emergency, have been appropriately resolved.		<i>L</i>	<i>HR managing.</i>	<i>Ongoing.</i>	<i>L</i>
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.		<i>L</i>	<i>All contractors only allowed on site by prior arrangement. All report to host line manager and school protocols are shared with discussion taking place on suitable levels of PPE in accordance with usual arrangements.</i>	<i>From 15/06/20</i>	<i>L</i>
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.		<i>M</i>	<i>Only designated Sports Coaches operating through FCEL in accordance with Government and Sports bodies direction.</i>	<i>08/06/20</i>	<i>L</i>

<b>Social Distancing</b>	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		<i>L</i>	<i>Remind of importance of handwashing and cleaning (if required)</i>  <i>Risks assessments and individualised approach in place for staff who might struggle to follow expectations</i>	<i>From 15/06/20</i>	<i>L</i>
	Approach to social gatherings - plan in place to manage social distancing.	<i>Social gatherings will potentially increase chance of contamination.</i>	<i>M</i>	<i>No social gatherings will take place.</i>	<i>10/08/20</i>	<i>L</i>
	Arrangements in place for the use of external exercise or sports equipment		<i>L</i>	<i>No outdoor equipment available. Only staff supervised sport or exercise available.</i>	<i>From 15/06/20</i>	<i>L</i>
<b>Catering</b>	Arrangements in place to provide food on site.	<i>Catering Department has been closed.</i>	<i>M</i>  <i>M</i>	<i>No catering to be offered.</i> <i>Water available from water machines which are cleaned regularly in line with C-19 regulations.</i>	<i>15/06/20</i>	<i>L</i>  <i>M</i>

	Arrangements for staff to take lunch (and break time) are in place.		M	<p><i>All staff breaks to be taken in Paul's Court or FCPS Dining Hall. Staff reminded to provide food only for themselves and no sharing permitted. All rubbish to be taken home.</i></p> <p><i>Refrigerated storage for packed lunches will not be provided by the school. No hot drinks will be available from water boilers or kettles.</i></p>	10/08/20	M
<b>PPE</b>	PPE requirements understood and appropriate supplies in place.	<i>PPE provision to meet safety requirements and its wearing to be consistent so as not to engender concern.</i>	M	<p><i>Routinely, PPE will not be worn by staff in line with Government advice. PPE masks, gloves, eye protection, aprons available for administration of First Aid if required. Suitable PPE worn by staff in line with usual</i></p>	10/08/20	M

				<i>Work Method Statements. Staff may wear a face mask if they wish.</i>		
	Long term approach to obtaining adequate PPE supplies in place.	<i>Supplies of PPE proving scarce and expensive.</i>	<i>M</i>	<i>Supply chains being constantly monitored for availability and efficient purchasing.</i>	<i>Ongoing.</i>	<i>M</i>
<b>Response to suspected/ confirmed case of COVID19 in school</b>	Approach to confirmed COVID19 cases in school:	<i>Any child or staff member returning to school is eligible for COVID-19 testing.</i>	<i>H</i>	<i>Procedure set out in DfES advice to be followed.</i>	<i>10/08/20</i>	<i>M</i>
	<ul style="list-style-type: none"> <li>Which staff member/s should be informed/ take action.</li> </ul>		<i>M</i>	<i>Line Manager and Senior Deputy Head will be informed.</i>	<i>10/08/20</i>	<i>L</i>
	<ul style="list-style-type: none"> <li>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> </ul>		<i>M</i>	<i>Staff will be isolated in the Clarke Martin Reading Room or Hobbies Room at FCPS and looked after by line manager before going home immediately or next of kin contacted.</i>	<i>15/06/20</i>	<i>L</i>
	<ul style="list-style-type: none"> <li>Cleaning procedure in place</li> </ul>		<i>M</i>	<i>Previously occupied area will be vacated</i>	<i>15/06/20</i>	<i>L</i>

				<i>to allow for cleaning to take place.</i>		
	<p>Approach to confirmed COVID19 cases in place: outside working hours</p> <ul style="list-style-type: none"> <li>• Approach to relocating pupils away from certain parts of the school to clean</li> </ul>	<p><i>Any staff member returning to school is eligible for COVID-19 testing.</i></p>	M	<p><i>Public Health England advice is that the relevant group of staff with whom the positive individual has mixed closely will be required to go home and remain in self-isolation for 14 days. The individual remains in self-isolation for 7 days. The School community including parents will be advised of the situation.</i></p>	10/08/20	M
	<ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> </ul>		M	<p><i>Relevant areas of the school to be deep cleaned and steps taken to ensure sufficient classrooms remain always available to temporarily relocate classes whilst such</i></p>		L

				<i>cleaning is carried out.</i>		
	Consideration of the impact of COVID19 on staff families and whether any additional support may be required		<i>L</i>	<i>House and SLT teams maintaining communication with all staff, offering support if applicable.</i>	<i>Ongoing. Usual procedures apply.</i>	<i>L</i>