



DAL COVID-19 Risk Assessment

(To be completed as a documentary record of risk assessments, signed by the Principal and shared with all staff and students)

Risk Assessment Information			Assessment undertaken by		
Name: Canan E. Celik					
Position: CEO / Principal					
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Date: 02/07/2020			Area/Activity Assessed: Education Setting, 11 / 13 Selsdon Way E14 9GL		
HAZARD (what is it that could cause harm)	WHO (who could be affected either directly or indirectly)	HOW (what might be the possible injury/ill health effect from the hazard)	CONTROL MEASURES CURRENTLY IN PLACE (what are you already doing to reduce the likelihood of the hazard causing harm)	Additional Control Measures Yes/No	Level of risk after additional controls: Low, Medium, or High
Exposure to Coronavirus – (COVID 19) infection from others due to:	Staff, Students, Visitors	Direct / indirect contact with symptomatic / asymptomatic service users or others	Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.	All listed under control	Low

<p>Have come into close contact (within less than a metre with a confirmed case of COVID-19.</p> <p>Being advised by a public health agency that contact with a diagnosed case has occurred.</p>		<p>Contact with objects or surfaces which may be contaminated.</p>	<ol style="list-style-type: none"> 1. Maintain 1 metre + social distancing in line with PHE guidance. 2. All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. 3. Hand cleaning facilities or hand sanitiser available at the entrance/exit and should be used by all persons when entering and leaving the area. 4. Tissues will be provided for all employees and students. Employees and students should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. 5. Contact with personnel suspected of having caught COVID-19 will be avoided. Where staff have to support a student until collected PPE must be worn. 6. If individuals need to go to the toilet , a separate toilet to be used wherever possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. 7. All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. 8. Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed 9. Follow good hygiene measures at all times. 10. Appropriate personal protective equipment to be considered where effective separation cannot be maintained a disposable face mask is needed to be used. Eye protection should be worn where there is a risk of splashing to the eyes. 11. Persons will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature. 12. Should persons disclose that persons living with them are self-isolating, they must do the same for 14 days as per Government guidance. 13. Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc. 14. Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice and are not at work as identified within the government guidance. 	<p>measures</p>	
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Suspected case whilst working on site	Staff, Students, Visitors		<p>15. Further guidance relating to vulnerable people is available at:- https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <ol style="list-style-type: none"> 1. Inform the Principal of any concerns or risks identified. 2. If a person displays symptoms - a high temperature or a persistent cough, they should: <ul style="list-style-type: none"> - Avoid touching anything. - All other persons are to maintain a safe distance from affected individual. - Coughing and sneezing should be done into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. - Areas occupied and equipment used by the affected person are to be isolated for 72 hours, then thoroughly cleaned and disinfected. - If individuals need to go to the toilet a separate toilet should be used wherever possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. - They must follow the guidance on self-isolation and not return to the Academy until their period of self-isolation has been completed. - A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. 		
Carrying out Student Personal, Medical or Intimate care	Staff, Students		<p>Before Personal and Medical / Intimate Care:</p> <ol style="list-style-type: none"> 1. Ensure any equipment for personal, medical or intimate care 		

including first aid			<p>brought out of the home is still sterile and within original packaging unopened. Where equipment is to be used that is not, these should be sanitised in line with Public Health guidance, for example by using disinfectant wipes etc.</p> <ol style="list-style-type: none"> 2. Subject to the PHE guidance on PPE, identify any protective equipment required for visit, e.g. use of soap, hand gel, gloves, gown, face mask, and make sure that staff and students have access to this as applicable. 3. Make sure staff know how to use PPE to make it effective and avoid unintended risks. 4. Ensure that staff are aware of how to dispose of any protective equipment after the visit in line with Public Health guidance. 5. Ensure that staff have a way of washing their hands prior to and immediately after providing care, for example using hand sanitiser that is easy to access. <p>During Personal and Medical / Intimate Care:</p> <ol style="list-style-type: none"> 1. It is accepted that social distancing may not be maintained, but physical contact should be kept to a minimum, and those administering personal and medical / first aid should wear PPE appropriate to the circumstances in line with the current PHE guidance. <p>After Personal and Medical / Intimate Care:</p> <ol style="list-style-type: none"> 2. Ensure that staff dispose of PPE correctly in line with Public Health guidance. 3. Ensure that staff and student wash their hands immediately after care is undertaken, for example using hand sanitiser that is easy to access. 		
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Travel off site	Staff, Students		<p>Management must ensure that there are sufficient first aiders on site</p> <ol style="list-style-type: none"> 1. Travel is only required for essential purposes. 2. Implement social distancing where possible (1metre + clearance from persons) 3. Where practicable limit the use of public transport 4. Substituting smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers. 5. Cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out. 6. Communicating revised travel plans clearly to staff and students where appropriate 7. Management Team are to liaise with transport providers to satisfy themselves so far as is reasonably practicable that adequate hygiene and cleaning arrangements are in place for coaches and minibuses to minimise the potential for exposure and spread of infection when arranging student pick up and drop off. 8. Where staff travel is essential, use private single occupancy where possible. 		
Access to the Academy	Staff, Students, Visitors		<p>Where possible, implement the following practices:</p> <ol style="list-style-type: none"> 1. Stop all non-essential visitors entering site. 2. Introduce staggered start and finish times to reduce congestion and contact at all time 3. Visitor entry book that require skin contact will be used only by one person (receptionist) 4. Require all persons to wash or clean their hands before entering or leaving the site. 5. Allow plenty of space between people waiting to enter site. 6. Regularly clean and disinfect common contact surfaces in 		

Classroom use and other activities	Staff, Students, Visitors		<p>reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</p> <p>7. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible</p> <p>Visitors:</p> <ol style="list-style-type: none"> 1. Non-essential visitors are not allowed onto the Academy site. 2. All visitors to be made aware of site rules. 3. Only visitors carrying out essential maintenance deemed necessary to the safe running of the Academy are to be allowed on site and will read signs in reception regarding good hygiene. <p>Staff:</p> <ol style="list-style-type: none"> 1. Staff who are showing any of the signs of Covid-19 may NOT come to the Academy. 2. Staff MUST declare if they have a member of their family displaying signs of COVID-19 and must NOT come in. 3. Staff have been informed about the need for self-isolation as advised by the Government. 4. All staff to access & park in the car park only 5. On arrival all staff are required to wash hands or use the sanitiser provided in reception. Hand washing with soap to be at least 20 seconds each time. <ol style="list-style-type: none"> 1. Where possible Staff are to maintain a safe distance between each other and students (1 metre +). 2. If possible classes should normally be split in half per group and one teacher. 3. Desks should be spaced as far apart as possible. 4. Determine how many people can use a classroom any one time to maintain a distance of 1 metre + based on the size of each facility. 5. Qualified support staff may be drawn on, working under the direction of class teachers to cover a suitably organised activity 		
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Allocation of Staff	Staff		<p>for the split sessions (for English Language provision ONLY).</p> <ol style="list-style-type: none"> 6. A Blended Learning curriculum will be delivered to HE students in line with most current Pearson guidance. 7. Wherever possible people should be kept in small groups 1 metre + away from each other 8. Staggered break times to be implemented. 9. Where shared rooms are used for lunch these to be used at half capacity/ staggered. 10. All persons are to wash their hands upon entering classrooms and at regular intervals. 11. Strict hygiene rules to be implemented, all staff to be asked to do the following: <ul style="list-style-type: none"> - Wash hands on entry. - Use alcohol-based hand sanitiser. - Wash hands every hour. - Wash hands if face is touched. - Wash hands before and after eating. - Wash hands after sneezing or coughing. - All hand contact surfaces to be cleaned throughout the day. - No physical contact. - No close contact activities (1 metre + distance). <p>Activities and resources</p> <ul style="list-style-type: none"> - All resources to be disinfected after use (including computers). <ol style="list-style-type: none"> 1. All staff medical needs to be discussed with the Principal prior to them entering the school. 2. Suitable and sufficient provision must be made for first aid, physical intervention, emergency procedures response, etc. 3. It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion 		
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Cleaning	Staff, Students, Visitors		<ol style="list-style-type: none"> 4. Staff to follow social distancing guidance in offices/close working in rooms etc. 5. There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom – staff to be spread out across the Academy and in classroom bases. <p>- A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ol style="list-style-type: none"> 1. Hard surfaces to be cleaned prior to disinfecting. 2. A combined detergent disinfectant solution or chlorine-based cleaner is to be used. 3. Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. 4. Hand towels and hand wash are to be checked and replaced as needed by the cleaning staff. 5. Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc 6. Bin liners should be used in all bins 		
Deliveries & Waste collection	Staff, Students, Delivery drivers, Waste collection operatives		<ol style="list-style-type: none"> 1. If practicable drivers should wash or clean their hands before unloading goods and materials. 2. Do not approach delivery staff, allow packages to be left in a safe place. 3. Hands are to be thoroughly washed after handling all deliveries or waste materials. 4. Waste to bags and containers - to be kept closed. 5. Waste collections to be made when the minimum number of persons are on site 		

Contractors	Staff, Students, Contractors		<ol style="list-style-type: none"> 1. Only contractors carrying out essential maintenance deemed necessary to the safe running of the Academy are to be allowed on site and will read and comply with signs in reception regarding good hygiene. 2. Site inductions are to be carried out following social distancing principles (1metre + separation). 3. Staff and contractors are to maintain a safe distance between themselves and others (1 metre +). 4. Strict hygiene rules to be implemented, all contractors are to be asked to do the following: 5. Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. 6. Repeat the hand washing/sanitising every hour. 7. The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. 		
Hygiene	Staff, students, all visitors		<ol style="list-style-type: none"> 1. Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water are not available and hand washing technique to be adopted as directed by NHS guidance. 2. Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. 3. Provide additional hand washing facilities to the usual welfare facilities if significant numbers of personnel on site and the existing arrangements do not allow for suitable social distancing 4. Regularly clean the hand washing facilities and check soap and sanitiser levels. 5. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 6. Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. 7. Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant. 8. Wash hands before and after using the facilities. 		

Canteen use - exposure from large numbers of people	Staff, Students		<ol style="list-style-type: none"> 1. Signage highlighting control measures to be followed at all times. 2. Food and drink should only be consumed in dedicated facilities. 3. Hand cleaning facilities or hand sanitiser should be available at the building entrance and any room including where people eat and should be used by all persons when entering and leaving the area. 4. All persons to sit 1 metre + apart from each other whilst eating and avoid all contact. 5. Canteen to provide wrapped food where possible 6. Food displays to be protected against contamination by coughing, sneezing, etc. 7. Payments to be taken by contactless methods wherever possible. 8. Drinking water to be provided with enhanced cleaning measures of the tap mechanism introduced. 9. Tables and chairs to be cleaned between each use. 10. All rubbish and waste to be put straight in the bin by the user and not left for someone else to clear up. 11. All areas used for eating to be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices. 12. Introduce staggered start and finish times to reduce congestion and contact at all times. 13. Introduce enhanced cleaning of all facilities throughout the day and at the end of each day. 14. Consider increasing the number or size of facilities available on site if possible. 15. Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of one metre. 16. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 17. Bin liners to be used in all bins 		
Library and	Students / Staff	Contact with books,	<ol style="list-style-type: none"> 1. Students should NOT return books/ journals to shelves 		

<p>Computer lab - Books, journals, computers / desks in those rooms</p> <p>Lack of awareness</p>	<p>Staff, Students, Visitors</p>	<p>journals, computers or surfaces which may be contaminated.</p>	<ol style="list-style-type: none"> 2. Staff must wear gloves. Put returned items in boxes. Boxes are labelled with the date and moved to the designated quarantine area. 3. Posters promoting good hand hygiene to the students are on display. Posters designating the number of students allowed in the library are also displayed on the doors. 4. Books that are in a plastic case or covering, surfaces will be wiped down with alcohol wipes, or with alcohol-based cleaners. These materials will also be quarantined for 72 hours. 5. Computers will be wiped down with alcohol wipes or with alcohol-based cleaners between each use. <ol style="list-style-type: none"> 1. Posters to be displayed in the welfare areas and in suitable places around site. 2. "Toolbox talks" to be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms. 		
<p>Emergency procedures (Fire alarm activations etc)</p>	<p>Staff, Students, Visitors, Contractors</p>		<p>- Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (1metre+ separation). A walk through / fire drill of the fire evacuation arrangements must be undertaken for all new attendees when the Academy reopens. Any alarm should be treated as a real emergency.</p>		