

5 Wells Development Centre
COVID-19: Re-opening Risk Assessment and Action Plan
Head Teacher - Anne Ansell
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Date: updated November 2020

NB – this guidance will be reviewed regularly to include any revised Government guidance.

Purpose of this document:

This COVID-19 Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the re-opening of the Development Centre and ensure that it continues to operate in a safe way for visitors and to ensure that it does not impact on the school as a whole.

Staff and visitors to site have a legal obligation to follow the guidance set out in this risk assessment.

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
- 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'
- Keeping Children Safe in Education (KCSiE September 2020)
- RPS Safeguarding Policy
- Coronavirus Legislation <https://www.legislation.gov.uk/coronavirus>

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Visitors to site	Considerations given to visitors to site. Arrangements in place for any delegates / facilitators on site, protocols and expectations shared.	Visitors on site will compromise external one way system implemented for school visitors (children / parents).	H	Clear guidance will be provided before entry to site All visitors to access/egress via main school pedestrian gate. Timings to ensure that visitors do not impact school access/egress by children and parents.	September 2020 onwards VB	L
	Access to Development Centre	Visitors will compromise class bubbles via shared areas (ie corridors).	H	Access to Development Centre via new 5 Wells entrance ONLY. No access is permitted through the school or to the school building as a whole. Visitors should NOT enter the school reception area. Signage will be highlighted. Visitors will NOT have access to RPS SMT without prior arrangement and will not be allowed access via the school building.	September 2020 onwards VB	L
		Visitors may exceed social distancing measures in 5 Wells reception area.	H	Visitors are asked not to arrive more than 15 minutes before the commencement of the training session. They will be asked to queue outside the entrance until allowed access by the Business Manager. In inclement weather, visitors will be allowed access immediately, where possible, but must not congregate in the reception area but go straight through to the training room – maximum 2 visitors plus BM.	September 2020 onwards VB	L

	Consideration to be given to enhanced hygiene measures.	Contamination of shared areas/touch points by visitors.	H	<p>Increased hand hygiene will be promoted for the duration of the visit. Visitors will have access to hand sanitiser upon entry and when leaving, in toilet facilities and in the training room. Anti-bacterial wipes will also be available for any shared equipment/resources.</p> <p>If more than one session is held during same day, VB will ensure that touch points etc are cleaned using appropriate disinfectant spray during lunch/other breaks.</p> <p>Hand washing/hand drying posters will be displayed in toilet facilities.</p> <p>A daily touch point cleaning schedule will be maintained and retained.</p> <p>Paper badges will be pre-printed to limit contact with the Visipoint visitor management system. This will be used solely for signing visitors in and out. This will mean that photographs will not be retained during the restriction period. However, access/egress times will be recorded digitally for safeguarding purposes. Lanyards will not be given to visitors during this time.</p>	September 2020 onwards VB	L

Catering	Consideration to be given to enhanced hygiene measures.	Contamination of shared utensils	H	<p>Where lunch is required, only pre-ordered and pre-packed sandwich options will be available. This must be ordered in advance will be prepared by FreshStart staff as per school arrangements and will be collected by VB and delivered to the Training Room.</p> <p>Individual bottles of water will be placed on tables to eliminate the need for frequent access to the water cooler. These may be refilled during breaks/lunch. Visitors will be encouraged to reuse their glass and may bring a refillable cup for hot drinks.</p> <p>Tea/coffee making facilities will be available. Milk will be stored in the fridge. Anti-bacterial wipes will be available to clean the fridge and milk bottle handles and anti-bacterial gel will be available for visitors to clean their hands prior to touching shared items.</p> <p>Individually wrapped biscuits will be available where possible – if these are not readily available, biscuits will not be provided.</p>		L
Heating and Ventilation	Use of air conditioning unit/air heaters.	Potential spread of Covid-19 droplets in the air.	H	<p>Air conditioning units will be disabled and windows will be opened to ensure the room is ventilated at all times.</p> <p>If visitors display any of the recognised symptoms they will be asked to leave site immediately and seek access to a testing kit.</p>	<p>September 2020 onwards</p> <p>VB</p>	L

Social Distancing	Maintenance of social distancing guidelines.	Potential spread of Covid-19 virus	H	<p>Tables will be arranged to ensure that a distance of 2 metres minimum is maintained between delegates and all will be forward facing. Visitors will be encouraged to 'fill from the front'. If the need for group discussion is required to benefit the training, delegates may move their chair to the other side of their table but must retain 1m minimum distance from other delegates. There is no requirement to disinfect tables during the session if they are only used by one person.</p> <p>Visitors will be asked to keep coats / personal belongings with them and stow under tables ensuring that they do not create a trip hazard. They will be required to remain at the same chair/table for the duration of the session (ie return the same place after lunch).</p> <p>Posters reminding delegates/facilitators of social distancing requirements and Catch It/Bin It/Kill It guidance will be displayed prominently.</p> <p>Tissues will be provided for use by delegates.</p>	<p>Updated October 2020</p> <p>VB</p>	L
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				Visitors will have access to the outdoor area as often as the training allows. They will be accompanied by Business Manager at all times to ensure safeguarding of the children in our school is maintained. Where the Business Manager is unable to accompany them, outdoor access will be withdrawn.		
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.	M	<p>Revised evacuation procedure and share with all staff and children</p> <p>Fire drill</p> <p>Fire evacuation procedures to be discussed with all visitors at arrival on site. Evacuations will be facilitated by Business Manager.</p> <p>Visitors will muster in a '5 Wells bubble'.</p>	September 2020 onwards VB	L

Cleaning Provision	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Cleaning company has returned to the hours as per the contract from 1 st September 2020	H	<p>All areas to be thoroughly cleaned and disinfected at the end of every day</p> <p>Cleaners will not have access to training room until visitors have left site. If evening training sessions are conducted, VB will ensure cleaning is conducted.</p>	<p>September 2020 onwards</p> <p>LH</p> <p>VB</p>	L
Removal of Waste from Site	Waste disposal process in place for potentially contaminated waste.	Open bins and poor waste disposal could mean higher risk infection	H	<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). If out of hours, VB will ensure that the waste is removed to a designated place agreed with Site Supervisor for collection and storage.</p>	<p>September 2020 onwards</p> <p>LH</p> <p>VB</p> <p>Site Team</p>	L
First Aid	Potential for cross contamination.	Persons may need First Aid treatment whilst at the Development Centre.	H	<p>Trained first aider within the Development Centre will administer treatment where necessary.</p> <p>PPE equipment is provided.</p> <p>As per the Resuscitation Council guidance, mouth to mouth resuscitation is to be avoided with emphasis being on chest compressions only.</p>	<p>September 2020 onwards</p> <p>VB</p>	