

DATA COVID-19 RISK ASSESSMENT FOR FULL OPENING OF DUDLEY ACADEMIES TRUST, PRIORY VILLA

Academy	Priory Villa
Activity / Procedure	Full Opening – COVID19 (V1.1)
Assessment Date	08/10/2020 – to be reviewed and updated regularly

Identify People at Risk	YES or NO
Employees	YES
Learners	NO
Visitors	YES
Contractors	YES

This document outlines the approach of Dudley Academies Trust to management of the risks of COVID-19 and its impact on our ability to operate from our office (Priory Villa).

It is the expectation that from the beginning of the autumn term, all staff are able to return to working from the Trust's Priory Villa site.

This risk assessment provides an examination of risks which must be factored into the planning of the full opening of Dudley Academies Trust, Priory Villa and has been completed in accordance with the latest government guidelines '[Working Safely During COVID-19 in Offices and Contact Centres](#)'.

The assessment will be reviewed regularly and will be amended, as appropriate, in the context of any changes to government and/or public health guidance.

Risk	Rating	Success Criteria	Actions
The trust lapses in following national guidelines and advice, putting everyone at risk.	Low	The trust has the most recent information from government, NHS, Department of Health and Social Care and PHE and this is distributed through the Trust and its risk assessment is reviewed accordingly.	<p>Regular checks are made with Government websites to ensure all relevant guidance is followed and communicated.</p> <p>Any change in information to be shared with the Board of Trustees and passed on to staff by Chief Executive briefing notes and websites as necessary.</p> <p>The Trust is actively promoting the use of the new NHS Test and Trace app and urging all staff to install the app to help protect themselves and others against the resurgent virus.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Thorough hand washing/sanitising to be carried out regularly (minimum alcohol 60%):</p> <ul style="list-style-type: none"> – Before leaving home. – On arrival at the workplace. – After using the toilet. – After breaks. – Before eating any food, including snacks. – Before leaving the workplace. – To avoid touching eyes, nose and mouth with unwashed hands. <p>Staff also reminded to follow <u>Catch it, Bin it, Kill it</u> and <u>Hands, Face, Space</u> to avoid touching face, eyes, nose or mouth with unclean hands.</p>
Precautionary measures are not being followed in the workplace	Low	Current advice is being adhered to by all staff.	

			<p>Enhanced cleaning schedule introduced to include:</p> <ul style="list-style-type: none"> – More frequent cleaning of rooms/shared areas. – Frequently touched surfaces being cleaned more often than normal. <p>Staff to clear workspaces and remove waste and belongings from the work area at the end of each day.</p> <p>Avoid use of 'hot desks' and spaces and, where not possible, cleaning workstations between different occupants including any shared equipment.</p> <p>Limit or restrict use of high-touch items and equipment, for example, printers. Sanitiser will be placed by high touch areas such as the kitchen and printers.</p> <p>Ensure all washroom facilities are well stocked with anti-bacterial hand wash.</p> <p>Motion sensor hand dryers are installed which do not require manual operation. Paper towels also available as an alternative.</p> <p>Ensure alcohol sanitizer hand gel (minimum alcohol 60%) for all staff in any area where washing facilities are not readily available.</p> <p>All staff to monitor the standards of cleaning and immediately report any additional cleaning measures required to the Estates Helpdesk.</p>
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			<p>Staff to bring in their own cups and utensils. All utensils are thoroughly cleaned before and after use. The dishwasher should not be used.</p> <p>Staff encouraged to bring their own food and drink.</p> <p>Avoid unnecessary sharing of resources.</p> <p>Provide antibacterial wipes for staff to wipe surfaces as required. The trust encourages staff to clean and disinfect their areas of use using the appropriate resources provided. This includes but not limited to workstations and eating areas.</p> <p>Ensure cleaners resources are adequate and door handles, doors, toilet space, table tops.</p> <p>Ensure good ventilation in rooms where possible by opening windows and doors (unless fire doors) to encourage ventilation, where possible.</p> <p>Hand sanitiser stations to be available.</p> <p>Placement of tape markings to reinforce importance of maintaining social distancing.</p> <p>Inclusion of 'knock and wait' for offices to allow individuals to move away from door openings.</p> <p>Departure from building to be via front doors only.</p> <p>Access to trained first aiders, including COVID first aid.</p> <p>The Foreign & Commonwealth Office (FCO) advises against all non-essential international</p>
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			<p>travel for an indefinite period. Latest guidance on <u>social distancing</u> also recommends avoiding all non-essential domestic travel and use of public transport, where possible.</p> <p>Any member of staff should read the <u>latest health advice</u> and follow <u>guidance for travellers</u> to reduce risk of exposure to COVID-19. Also consult PHE <u>Public Health matters guidance</u> before travelling.</p>
<p>Member of staff or someone in their household has Coronavirus (COVID-19) symptoms.</p>	<p>Low</p>	<p>All staff and understand the symptoms of COVID-19 and the NHS Test and Trace process and how to contact their local <u>Public Health England Health Protection Team</u>.</p>	<p>Trust has purchased 20 COVID-19 testing kits that will play an increasingly important role in helping to keep the central team safe and operating effectively.</p> <p>Staff must not come into the workplace if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 days.</p> <p>All staff aware that if anyone in the workplace becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, must be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>.'</p> <p>Staff in the office on that particular day are not allowed to return to the office for 14 days.</p> <p>Anyone developing the above symptoms to self-isolate for at least 14 days and <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p>

			<p>Enable staff to work from home while self-isolating if appropriate.</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) should get a test through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>Staff to self-isolate – journey home appropriately.</p> <p>Designated room used as isolation room.</p> <p>A sign to be put on the meeting room door to inform staff not to enter the room. Room to be isolated. Avoid touching people, surfaces or objects and advised to cover mouth and nose with a disposable tissue.</p> <p>If they need to go to the washroom this must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Anyone who has had contact with symptomatic individual is to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser.</p> <p>Ensure sanitisation of space following departure. See the COVID-19:cleaning of non-healthcare settings guidance.</p> <p>Communicate with staff to ensure they are ready and willing to:</p> <ul style="list-style-type: none"> – Book a test if they are displaying symptoms. Staff must not come into the
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			<p>workplace if they have symptoms, and must be sent home to self-isolate if they develop them whilst in the office.</p> <ul style="list-style-type: none"> – Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. – <u>Self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). <p>Advice on rubbish which may have been contaminated:</p> <ul style="list-style-type: none"> – Staff to provide their own mini garbage/recycling bag in order to collect their own personal garbage and dispose of at home. <p>No sharing of stationery permitted.</p> <p>In an emergency call '999' if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) should not visit the GP, pharmacy, urgent care centre or a hospital.</p>
Equality in the workplace	Low	<p>Everyone is treated equally in the workplace.</p> <p>Clinically extremely vulnerable individuals are supported as they return to the workplace including disabled workers and those who are new or expectant mothers.</p>	<p>Understand and take into account particular circumstances of those with different protected characteristics.</p> <p>Communicate with and involve staff whose protected characteristics might either expose them to a different degree of risk, or might make</p>

			<p>any steps implemented inappropriate or challenging for them.</p> <p>Consider whether any particular measures or reasonable adjustments are needed to take account of duties under the equalities legislation.</p> <p>Clinically extremely vulnerable individuals can return to their workplace providing COVID-secure guidelines are in place but should work from home where possible.</p> <p>Discuss the safest possible roles for clinically extremely vulnerable worker who are returning to the workplace.</p> <p>If extremely clinically vulnerable individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).</p> <p>It may be appropriate for clinically extremely vulnerable individuals to take up an alternative role or adjusted working patterns temporarily.</p> <p>Ensure contact is made with the local health protection team when made aware that someone who has attended school has tested positive for coronavirus (COVID-19).</p> <p>Ensure a record is kept of:</p> <ul style="list-style-type: none"> – staff in the workplace.
Confirmed cases of coronavirus (COVID-19) amongst Central Team community.	Medium	<p>All staff understand they must take swift action when they become aware that someone who has attended Priory Villa has tested positive for coronavirus (COVID-19) and follow guidance from the health protection team.</p>	

			<p>– Any close contact that takes place between staff.</p> <p>If there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected continue to work with local health protection team who will advise if additional action is required.</p>
<p>Staff do not report sickness</p> <p>Staff are unwell but attend school</p> <p>Staff absence increases</p>	Low	<p>National Guidelines: People who feel unwell should stay at home and should not attend work.</p>	<p>Communicate to staff the importance of continuing to follow national guidelines.</p> <p>Remind staff to report immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and to follow medical advice immediately.</p>
<p>Local area sees a spike in infection rates resulting in localised community spread and temporary closure of Priory Villa.</p>	Medium	<p>The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice.</p>	<p>Ensure sufficient networks are in place for those staff required to work from home again.</p> <p>Emotional wellbeing of staff: ensure staff are as well-supported as possible in the event of a second wave.</p> <p>Introduce formal working from home policy to include data protection.</p> <p>Review arrangement for ensuring compliance with display screen requirement rules for employees working from home.</p> <p>Plan for staff who may not be able to obtain childcare and therefore cannot easily work from home.</p>

			<p>Ensure all IT equipment and systems are optimised so that any further enforced working from home is as efficient as possible.</p> <p>Manage occupancy levels to enable social distancing.</p> <p>Layouts and processes must allow people to work further apart from each other.</p> <p>Clear guidance for use and cleaning of washroom facilities to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Reducing movement by discouraging non-essential trips within the building for example, restricting access to some areas, encouraging use of telephones and cleaning them between use.</p> <p>Restricting access between different areas of the building e.g. meeting rooms. Limit interaction, sharing of rooms and social spaces as much as possible.</p> <p>Regulating use of high traffic areas including, stairs, landing and walkways to maintain social distancing.</p> <p>All staff should try and keep their distance from other staff as much as they can, ideally staying 2 metres from each other.</p> <p>Avoid close face to face contact and minimise time spent within 1 metre of anyone.</p>
<p>Ineffective social distancing creating further spread and infection of the virus.</p>	Low	<p>Appropriate signage installed.</p> <p>Meetings will only proceed if all other alternatives have been exhausted. Meeting rooms have been set up accordingly and attendees kept to a minimum.</p> <p>Desk layouts reviewed. Available desks allow social-distancing to take place with staff allocated to a specific desk.</p>	

			<p>Larger gatherings not permitted until confirmed safe to do so.</p> <p>Regular meetings to be avoided unless absolutely necessary. In the first instance make every effort to host meetings via telephone or similar platforms.</p> <p>Only absolutely necessary participants should attend meetings and should maintain 2-meter separation throughout.</p> <p>Hold meetings outdoors or in well-ventilated rooms wherever possible.</p> <p>Shared stationery removed from all meeting rooms. Telephony and other hardware can be operated using the PPE provided.</p>
PPE	Low	<p>In accordance with <u>Work Safely During Coronavirus (COVID-19) in Office and Contact Centres</u> the trust does not encourage the precautionary use of extra PPE to protect against COVID-19 and will only provide appropriate face coverings where a risk assessment determines they are required for health and safety reasons.</p>	<p>Public Health England does not recommend the use of face coverings outside of clinical settings.</p> <p>Use of wider public transport to be kept to an absolute minimum.</p> <p>Face coverings are required at all times on public transport or when attending a hospital as a visitor or outpatient.</p> <p>All staff must be informed that if they use face coverings these must be removed when arriving at the workplace.</p> <p>Staff informed not to touch the front of their face covering during use or when removing them.</p>

			<p>Staff to be reminded to wash their hands immediately on arrival to the office and dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them and wash their hands again before heading to their workstation.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Staff will not share transport.</p> <p>Promote safe cycling routes. Staff encouraged to walk or cycle to work if at all possible.</p> <p>In the interest of our health and well-being policy PPE will be available to staff for them to use at their own discretion however the ability of the staff member being able to undertake their work effectively must be taken into consideration.</p>
Moving around the building	Low	Management will review this as a matter of course to avoid persons clashing with others within the building.	<p>Consider the maximum number of people who can be safely accommodated on site.</p> <p>Review entry and exit routes for visitors and contractors to minimise contact with people.</p> <p>All staff to consider their own logistics for movement around the building and constantly review plans regarding circulation.</p> <p>Expressed permission is required for any visitors to the building to limit the number of visitors at any one time.</p> <p>Ensure reception is closed within reason so no admittance to visitors. Some visits/contact may</p>

			<p>be required – local strict management of this to be in place.</p> <p>Revise visitor arrangements to ensure social distancing and hygiene. Visitors to have access to hand sanitiser.</p> <p>Where visits to Priory Villa are required site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</p> <p>If documents or files need to be transferred between staff, they should be emailed in the first instance.</p> <p>Identify areas where people directly pass things to each other, for example, office supplies etc., and find ways to remove direct contact, such as drop-off points.</p> <p>Consider methods to reduce frequency of deliveries, for example, by ordering larger quantities less often.</p> <p>Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</p> <p>Planned Preventative Maintenance (PPM) to be undertaken during out of office hours where practical, along with ad-hoc maintenance. Where this is not practical, external visitor guidelines is to be adhered to.</p> <p>Maintain a record of all visitors.</p>
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Increased incidences of poor emotional and mental health concerns.	High	Management promote emotional health and wellbeing awareness to staff during the Coronavirus outbreak and offer whatever support they can to help, this could include Mental Health First Aid advice or telephone support.	Regular communication of emotional health and wellbeing information and open door policy for those who need additional support.
		<p>All staff will make themselves aware of all relevant policies and procedures including, but not limited to the following:</p> <ul style="list-style-type: none"> – Health and Safety policy. – First Aid policy. – Staff absence reporting procedures. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<p>Check all firefighting equipment, signs and emergency lighting operates as it should.</p> <p>Fire plans to be reviewed and ensure sufficient Marshalls are adequately briefed.</p> <p>Ensure existing PEEPs remain valid and have been amended where necessary.</p> <p>New PEEP's will be delivered where necessary.</p> <p>Clear evacuation routes and exit points will be assigned to ensure social distancing is maintained.</p> <p>Staff to be reminded to ensure they follow social distancing.</p> <p>Fire drill to be executed on return to ascertain time taken to evacuate the building whilst maintaining social distancing in order for the Trust to make a decision if fire evacuation is to prioritised over COVID-19.</p>
Revised fire and lockdown procedures	Low		
Trust Reputation	Low	Strategic marketing plan to be in place to proactively communicate to staff, health and safety measures that is being implemented for the safety of all.	Regular communications via briefings, social media updates, letters and websites.

			<p>Update social media and website with our policy for visiting our premises.</p> <p>Ongoing engagement with workers (including through trade unions or staff representatives) to monitor and understand any unforeseen impacts of changes to working environments.</p> <p>Awareness and focus on the importance of emotional health and wellbeing at times of uncertainty.</p> <p>Ensure clear and consistent communication with staff throughout the summer holiday regarding expectations around attendance and provide reassurance of the measures in place to reduce the risk in the workplace.</p> <p>Provide opportunities for staff to feedback any remaining concerns/anxieties they may have regarding reopening.</p> <p>Consistent evidence of cleaning regimes if to be called upon.</p> <p>All contingency plan measures shared with the Board of Trustees.</p>
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Assessor's Comments

This is completed to the best of my knowledge in these unprecedented times. I have assessed the risks I see at this time, however, as Chief Executive, I cannot guarantee the full and total safety of staff at these times.

Name of assessor – Chief Executive	Signature of assessor	Date
Jo Higgins	Jo Higgins	09/10/20

Name of Estates and Facilities Manager	Signature of manager	Date
Samantha Hunter	Samantha Hunter	09/10/20
Risk assessment reviews	Signed by: <i>S. Macchiam</i>	
	Date: 9/10/2020.	