

The Academy Daily Risk Assessment (Scarborough and Norton)

Epidemic & Pandemic Diseases COVID19 Operational Return Updated 7.9.21

Updated by S Burr and Risk Assessment carried out by L Burr, Managing Director

THIS RISK ASSESSMENT IS TO BE USED IN CONJUNCTION WITH GOVERNMENT, PUBLIC HEALTH ENGLAND & NHS GUIDANCE AND ADVICE.

Area of risk	Possible Hazards	Who?	Controls	Risks which are not adequately controlled. What action would you take where possible to reduce the risk
Premises	Spread of COVID19 & other diseases	Students/ Apprentices & Staff	<p>Prior to re-opening for the new academic year (or where premises have been temporarily closed during the lockdown period or where they may need to temporarily close during future lockdowns appropriate Health & Safety checks should be conducted prior to reopening.)</p> <p>Keep windows open where possible to ensure good ventilation. Desks and chairs are moveable in order to make the rooms socially distanced where appropriate.</p>	<p>LB conducted check</p> <p>All windows can be opened however in hair salon downstairs it may be that the door can be opened when staff are on reception.</p>
Hygiene Hand washing, cleaning, waste disposal, laundry etc.	Spread of COVID19 & other diseases	Students/ Apprentices And Staff	<p>All students/apprentices and staff must sanitise their hands upon arrival at the site in the allocated 'hygiene point'.</p> <p>Students/apprentices and staff members should be encouraged to wash their hands frequently and only use their own allocated 'hygiene point'. Paper towels will be used to dry hands and disposed of in a seal top bin.</p> <p>An enhanced cleaning schedule must be implemented that includes furniture, surfaces, and keyboards/tablets and equipment.</p>	<p>Sanitiser point on wall and on reception and in all rooms.</p> <p>Checked</p> <p>Checked</p> <p>Checked and reception staff to also</p>

			<p>Communal/busy area, touch points, such as door handles, light switches and hand washing facilities must be cleaned and sanitised regularly.</p> <p>All waste must be disposed of in a hygienic and safe manner. Tissues must be immediately disposed of.</p> <p>All items within the site requiring laundering must be washed on a high setting. Facials – ideally disposable items to be used.</p> <p>Students/apprentices should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and emotional support will be given where necessary with a Safeguarding Officer on site.</p> <p>Hygienic and clean uniform will be worn and ideally washed every or every other day.</p>	<p>conduct cleaning where necessary</p> <p>Laundry company instructed.</p> <p>All staff briefed 5+6.9.21</p>
Testing and Risk Assessments	Spread of COVID19, infections, diseases, accidents etc.	Staff & students/ apprentices	<p>All activity should be risk assessed and due consideration given to any adaptations to usual practice.</p> <p>This will include all stakeholders following up to date guidance on lateral flow (LF Testing) and PCR testing and isolating following a positive test or being told to isolate as a close contact in lines with NHS Test + Trace.</p> <p>All staff, apprentices and students allocated lateral flow test kits and recapped on how to use these kits then report it online and on site.</p> <p>LF Testing will be strongly encouraged. Staff to test twice a week depending on work pattern and apprentices and students to test before coming to site depending on timetable.</p> <p>No contact Temperature checks to be carried out on arrival for all people who attend the site.</p>	<p>Discussed and implemented at staff meeting 5+6.9.21</p> <p>Tutors and reception to allocate test kits to students and apprentices at induction and recap procedure for carrying out kit and reporting. Plus, recap on gov. Guidelines on isolation.</p>
PPE	Spread of infection	Staff, students/	Government guidance will be followed with the use of PPE where required as well as the Academy PPE procedures.	Tutors and managers to provide PPE and

		apprentices	<p>This will include wearing face coverings when working on each other and on clients and highly encouraging face coverings when in high traffic areas/moving around the building.</p> <p>Where staff wear PPE, they must adhere to the guidance on safe use and removal of masks.</p> <p>PPE should continue to be worn as normal for the administration of first aid or if anyone on site is reporting symptoms of Covid-19 and the procedure will be followed.</p>	<p>monitor the use of PPE in session and when in the building.</p> <p>Further information and guidance can be found at www.who.it</p>
Supplies	Spread of infection	Staff & students/ apprentices	<p>The manager & staff should ensure an adequate supply of essential supplies and contingency plans are in place to minimise the impact of any shortages of supplies. The site will not be able to operate safely without essential supplies required for ensuring infection control.</p> <p>A monitoring system for the usage of PPE is essential to ensure that a supply of stock is available to all who require it as and when required to meet the operational needs of the setting.</p> <p>When stocks are low, other options may be considered, such as the use of washable items. These items will be washed at a high temperature and separate to any other washing.</p>	Covid Coordinator to monitor supplies of PPE and LF testing kits and place orders where necessary
Attendance	Spread of COVID19	Staff, students/ apprentices and parents	<p>Lateral flow testing is strongly encouraged prior to attending. Only staff and students/apprentices who are symptom free or have completed the required isolation periods will be able to enter the building.</p> <p>A member of staff will ensure everyone is signed into and out of the building with the use of the register/sign in book and the attendance/lateness procedure is still in place.</p>	Tutors and reception staff to monitor attendance through the OneDrive register system and reception to follow up absences then

			<p>A phone call home or to the employer, student or apprentice if the person is 15 minutes late and has not notified us with a reason for absence.</p> <p>No one will enter the site unnecessarily and a member of staff will ensure that any quees to enter the building are socially distanced and managed away from the main road.</p> <p>Parents who have questions or concerns will be reassured and will be encouraged to phone, text, email or another form of communication rather than entering the building.</p> <p>Guidance on isolation and instruction from NHS Test + Trace must be followed.</p>	<p>record reason for absence.</p> <p>Parents and employers will be contacted in relation to absence and will receive clear communication regarding the role they play in the safe operating procedure and all measures being taken to ensure we stop the spread.</p>
Attendance	Spread of COVID19	Staff	<p>Lateral flow testing is strongly encouraged prior to attending. Only staff and students/apprentices who are symptom free or have completed the required isolation periods will be able to enter the building.</p> <p>Wherever possible staff should travel to the setting alone, using their own transport. If public transport is necessary, current guidance on the use of public transport must be followed.</p> <p>Staff may choose to travel in their own clothes and change into their uniform/set of fresh clothes once on the premises.</p> <p>Consideration should be given to limiting the number of staff in the setting at any one time to only those required to teach/supervise the expected occupancy levels on any given day.</p>	<p>All staff allocated lateral flow tests.</p> <p>Not essential</p> <p>LB actioned</p> <p>Relevant training links Barbicide/COVID 19 etc.</p> <p>Completed online</p>

			All staff members must receive appropriate instruction and training in infection control, use of PPE, the standard operating procedure and risk assessments within which they will be operating.	
Attendance	Spread of COVID19	Students/ apprentices	Lateral flow testing is strongly encouraged prior to attending. Only staff and students/apprentices who are symptom free or have completed the required isolation periods will be able to enter the building.	Placement attendance monitored
Attendance	Spread of COVID19	Visitors and clients	<p>Clients must have a pre booked appointment and it is recommended that they wear face coverings.</p> <p>Clients will also have a no contact temperature check on arrival.</p> <p>Client appointment will be logged for at least 21 days.</p> <p>Attendance to the setting should be restricted to students/apprentices and staff as far as practically possible and visitors should not be permitted to the setting unless essential (e.g. essential building maintenance).</p> <p>Where essential visits are required these should be made outside of the usual operational hours where possible eg weekends, evenings, and non term time.</p>	<p>Reception staff notified of procedure 5+6.9.21</p> <p>Staff and tutors briefed on clients procedure and face coverings made available on reception.</p> <p>LB arranging maintenance to be carried out - out of hours.</p>
Social Distancing/Group work	Spread of COVID19	Staff	<p>Wherever possible staff should remain with the small group of students/apprentices who they are allocated to and not mix with other groups.</p> <p>Staff members should apply common sense social distancing where appropriate.</p> <p>Where possible, meetings and training sessions should be conducted through virtual conferencing</p>	Tutors to be allocated one group per day or week. Actioned.
Social Distancing/Group work		Students/ apprentices	Students/apprentices where possible should be organised into small groups or rooms. These small groups should not mix during the session.	Maximum group size is 12.

			<p>Routines including provision of breaks and toilets/hygiene routine should be within the space allocated wherever possible.</p> <p>Desks, chairs and work stations will be socially distanced if possible.</p> <p>The social area will be open but only to one allocated group at a time.</p> <p>Busy spaces/salons should be used by different groups at different times of the day.</p>	<p>Allocated rooms and salon space at specific times including specific lunch breaks.</p> <p>Actioned.</p>
Resources		Students/ Apprentices Staff	<p>All resources required for learning experiences should be regularly washed and/or sterilised.</p> <p>Equipment used by staff such as stationary, tablets etc. should be allocated to individual staff members where possible and cleaned regularly.</p>	<p>Tutors to reinforce cleaning of equipment.</p>

Wellbeing		Staff & Students/ apprentices	<p>Staff need to ensure they are aware of students/apprentices individual circumstances and their need for emotional support. Safeguarding Officer will be on site each day and safe, quiet spaces made available to anyone who needs to take time out or talk.</p> <p>Students/apprentices should be supported to understand age appropriately the changes and challenges they may be encountering because of Covid-19.</p>	<p>Health and safety and safeguarding file to be updated.</p> <p>Safeguarding team briefed.</p>
Suspected Case of COVID19	Spread of COVID19	All	<p>In the event of a student/apprentices developing suspected coronavirus symptoms whilst attending the site, they should leave/ be collected as soon as possible and isolate at home in line with the NHS guidance.</p> <p>Whilst waiting to be collected they should be isolated from others in a previously identified room or area if possible</p>	<p>The Government isolation and Test & Trace system will be adhered to.</p>

			<p>Where possible, a window should be opened for ventilation.</p> <p>The staff member responsible for the student/apprentice during this time should be a staff member from their group/room/area. The manager may consider suitable PPE for this staff member.</p> <p>If possible, the area should not be used for 72 hours after the student/apprentice has been collected.</p> <p>The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours.</p> <p>The person responsible for cleaning the area should wear appropriate PPE.</p> <p>In the event of a staff member developing suspected coronavirus symptoms whilst working at the site or they have had contact with a suspected case, they should return home immediately and isolate at home in line with NHS guidance. The staff member should undergo testing and self-isolate for 14 days if they receive a positive test.</p> <p>The appropriate reporting procedures to the relevant bodies must be followed and use the track and trace system - we as an organisation will comply with government guidance.</p>	<p>Call 111 if there are any health concerns.</p>
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Anything else?				
Assessment undertaken by:				L Burr

Signed:	Lindsay Burr MBE
Position:	Managing Director
Authorised:	Yes S Burr
Assessment review date:	On demand next scheduled review 7.9.22

Sophie Burr The Academy 7.9.2021