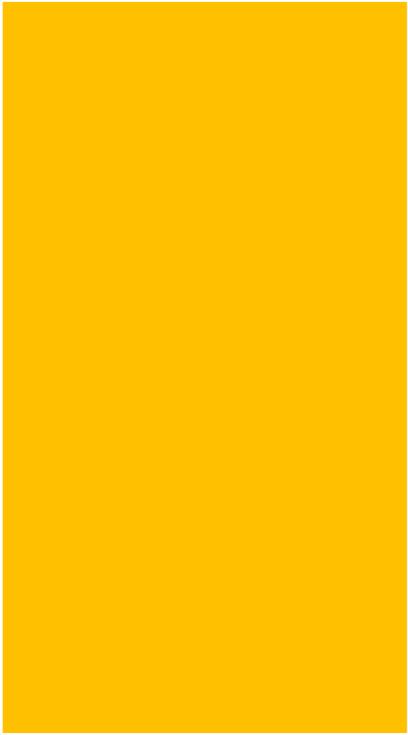


HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES/ACTIONS
		<p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home and advised to self-isolate for 14 days (as will any staff member who looked after them in school while they were symptomatic).</p> <p>If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate.</p>			<p>AHT/HM to ensure this happens, advise H&S Lead and EHT</p> <p>EHT to advise staff and reorganise staffing</p>
QUARANTINE	STAFF/PUPIL SL	ALL STAFF TO FOLLOW GOVERNMENT QUARANTINE RULES	STAFF	SEPT 2020	AS GOVERNMENT ADVICE CHANGES, STAFF AND LEADERS NEED TO BE ADAPTABLE TO THESE CHANGES

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES/ACTIONS
<p>-Contact with coronavirus when getting to and from school</p>	<ul style="list-style-type: none"> • 	<p>Everyone will be encouraged to walk or cycle into school, and warned to avoid taking public transport during peak times.</p> <p>For anyone who needs to take public transport, they'll be referred to government guidance.</p> <p>If home to school transport will be running (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>For pupils that will need to be dropped off and picked up, parents will be told through messages and signage:</p> <ul style="list-style-type: none"> • Their allocated drop off and collection times, with different pupil groups being given different times • The protocols for minimising adult to adult contact [explain what your protocols are here, such as using different entrances and exits or marking out spots to queue] • That only one parent should attend • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day.</p>	<p>N/A for KHNES</p> <p>Taxi travel – companies need checking, and parents alerting</p> <p>Parents will need guidance from staff</p>	<p>12th June</p>	<p>KCC Transport Guidance to be followed, parents alerted by HMs. EHT to support if required</p> <p>Parents are first preference for transport etc See General Preparation document</p> <p>Staff Guidance document to include step by step instructions for each hub. EHT created</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES/ACTIONS
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. Explain where you'll put these – for example, if there are no sinks nearby, you can place hand sanitiser at entrances and exits to the school and in rooms you'll be using.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied throughout the day.</p>	EHT/AHTs/HMs	12 th June	<p>Hand Wash Facilities at: all hubs: Hand Sanitiser station at entrance.</p> <p>Leybourne: Hand wash in entrance</p> <p>Canterbury: Handwash discussed with HM/AHT</p> <p>Toilets at Entrance plus: Toilets in Main corridor and within hub</p> <p>Tonbridge: Where to be discussed</p> <p>Handwashing advice to be included in Staff Guidance, and Signage in buildings (EHTdone)</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES/ACTIONS
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint scanners <p>Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. Explain which areas these will be and establish with cleaning staff if this will be possible.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p>	EHT/H&S Manager to ensure appropriate protocols in place	12 th June	<p>Protocols:</p> <p>Enhanced processes in place, plus staff support checklists in all Hubs.</p> <p>Equipment identified in each hub, shut off of each area not used:</p> <p>Daily Checklists – All in hand through SR and general wider prep document.</p> 

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES/ACTIONS
		<p>Unnecessary items, soft furnishings, soft toys and other toys that are hard to clean will be removed from areas being used and stored elsewhere.</p> <p>Any equipment that is shared will be cleaned between groups of children using it and multiple groups won't use it simultaneously.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>	AHTs/HMs	12 th June	<p>Staff Guidance (EHT) to be produced detailing protocols:</p> <p>Wherever possible pupils to have their own equipment, and no sharing.</p> <p>Cleaning equipment must be available in classes for between sessions, and staff supervising to oversee cleaning.</p>
Spreading infection due to excessive contact and mixing between pupils and staff in classrooms		<p>If you're a primary school: Pupils will be organised into small class groups of no more than 15 pupils and one teacher (and, if needed, a teaching assistant).</p> <p>If you have an EYFS setting: Children in the EYFS will be kept in groups of no more than 8 children, while adhering to the usual staffing ratios. This is the preferred number, but you can go up to 16 children in a group if needed.</p> <p>If you're a secondary school: Pupils will be organised into small groups. These groups will be half the size of normal classes, apart from in the case of already small classes. You may want to set 15 pupils as the maximum here, as is the case in primary schools.</p>	<p>KHNES = Small Numbers.</p> <p>These guidelines need not all apply</p>	12 th June	<p>Staff Guidance to be produced to detail:</p> <p>Morning attendance for most Key Worker/Vulnerable all day Staff in 1 hub only No take home resources No Shared stationery or books Designated IT stations/Cleaning equipment provided</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES/ACTIONS
		<p>Only a quarter of students in year 10 and 12 will be in on any day. A rota will be used to decide which of these students will be in on each day, with no separate morning or afternoon rotas (i.e. we will not use split day rotas). However, vulnerable children or children of critical workers can continue to attend full-time.</p> <p>Both phases continue with: Space will be maintained between pupils, 2m apart where possible, with seats and desks arranged to allow this.</p> <p>The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it.</p> <p>As far as possible, the same staff will be assigned to the same group each day. If you're a secondary school: Teachers may need to switch between groups if subject specialism is needed.</p>			
Spreading infection due to excessive contact and mixing between pupils and staff around the school		<p>Pupils will be kept in the same small groups at all times each day.</p> <p>Pupil groups will have staggered timetables, including for break and lunch times, drop off and pick up times, and assemblies, to avoid too many pupils being in one place at the same time.</p> <p>Pupils will stay in the same classroom at the same desk throughout the day wherever possible.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p>	Not all relevant for KHNES as small numbers	12 th June	<p><u>Staff Guidance Document to detail here:</u></p> <p>Groups to be consistent for pupils</p> <p>Controlled access outside hubs through social distancing measures</p> <p>Assigned desks for pupils/cleaning equipment available for all to use after ad</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES/ACTIONS
		<p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>All shared rooms, such as sport halls and dining areas, will be kept at half capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining areas, if this wouldn't be possible, lunch will be brought to pupils in their classrooms.</p> <p>Toilet use will be managed to avoid crowding. Explain how you'll do this.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups.</p>			<p>before use</p> <p>Where possible, 1 way systems in place in hubs. This will need sensible management in smaller hubs i.e not at all</p> <p>Leybourne to be considered SR/MG</p> <p>Toilet Use: Only 1 at a time, and with assigned cleaning materials/handwashing facilities made available.</p> <p>Staff spaces to have limits on numbers decided by AHTS, and signs up to remind staff</p> <p>2m distancing reminders in hubs</p>
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before reopening.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.</p>	HT/AHTs/H&S Manager	12 th June	<p>Staff Guidance Document to covering:</p> <ul style="list-style-type: none"> - Checks to premises - Fire/1st Aid/Emergency Procedures review SR/HMs - Opening of windows where possible as early in the day as possible, and prior to re-opening

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES/ACTIONS
		<p>metres away from others wherever possible</p> <ul style="list-style-type: none"> If they live with someone who's clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered to and, in the case of children, they're able to understand and follow those instructions 			
Stress upon pupils	Pupils, especially those that have been non-attenders since March	<ul style="list-style-type: none"> Introduction of mentoring and adaptations to curriculum to support pupils upon return 	Hub and Teaching staff	Sept 2020	
		<ul style="list-style-type: none"> 			
Stress upon staff members	<p>Staff as roles may be overlapping with greater demands in shorter term; Parents may make increased demands upon staff; Stress Pressures may be exerted upon staff members from</p>	<ul style="list-style-type: none"> Risk assessments to be carried out, as well as supportive measures where possible related to childcare arrangements and working from home where possible. Prioritisation of important tasks for the School community for that day/ week; Staff kept informed of developments before Pupils/ children & parent community; Staff aware of need to report concerns to School Management; Management Committee aware of the need to support Headteacher & Leadership Team. Publicise support available in school and more widely. Support Line is available via telephone. 	All staff, EHT in particular	Sept 2020	

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES/ACTIONS
	other sources e.g. family members Vulnerable/isolated.	<ul style="list-style-type: none"> Staff to comply with all school procedures and Risk Assessments to avoid stress for themselves or others. Absence procedures need to be adhered to at all time to reduce the stress on staff covering for absence. 			
Safeguarding	Pupils	<ul style="list-style-type: none"> DSL is on site or available by phone All concerns recorded on appropriate forms. relevant staff know which children to be in their care have CP, CHiN etc 5. Continue contacting vulnerable families which are not attending Adaptation to SG processes and support of AWO 	All DSL staff	Sept 2020	
PPE and cleaning supplies	Increased demand and possible shortages	<ul style="list-style-type: none"> Ensure stocks are checked regularly and at least 2 weeks' worth of material are on site at all times. Investigate other sources in case one supplier is unable to meet demand All shared items e.g. kettles, photocopiers, phones, radios etc to be cleaned before and after use Cleaning equipment to be kept in a cupboard in the classrooms to allow for extra cleaning to take place. This should not be accessible by children. Government guidance for use of PPE will be followed when changing children or providing personal care. 	H&S Manager/Hub Managers	Sept 2020	

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES/ACTIONS
Contractors on site for repairs and statutory checks	Staff/Pupils	<ul style="list-style-type: none"> • Social distancing • Ensure essential checks – legionella, fire alarm and emergency lighting checks etc. are carried out by site staff. • Repairs and contractor completed checks to be completed if social distancing can be maintained with the increased number of pupils on site • Where possible ensure all works are carried out when pupils are not on site 	H&S Manager	Sept 2020	<ol style="list-style-type: none"> 1. If repairs will increase the risk, consider the relative dangers and postpone where possible until school holidays 2. All contractors to asked of any special requirements they may have before scheduling works. 3. Copy of contractor risk assessments to be kept in school office. 4. Communication with Principals to ensure that all signage and PPE equipment is provided
Staff workload (Stress and burn out)	Staff	<ul style="list-style-type: none"> • KHNES was closed to pupils throughout the normal summer holidays • Staff will be teaching in one hub, or undertaking home learning. • Extra cleaning regimes will be needed by all staff. 	EHT	Sept 2020	<p>Other school specific control measures to limit stress for staff:</p> <ul style="list-style-type: none"> • 24hr telephone for support & counselling via Supportline made aware • Staff can access LA webinars/ • Staff to be enabled to work from home where appropriate • Flexibility related to childcare if required, and if possible.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES/ACTIONS
Communication with parents	Parents	<ul style="list-style-type: none"> • Clear, concise communication • Consistent messages but emphasising that messages will change as the situation changes 			
Attendance	Pupils	<ul style="list-style-type: none"> • Further technical guidance to be given by DfE • School attendance will be mandatory from 2nd Sept 2020 • Use phone communication to speak to parents where possible. 	AHT i/c Attendance and Hub Staff	Sept 2020	Updated advice on completing registers received and being implemented based on DFE guidance
Wider Community access to school buildings	Pupils and staff	<ul style="list-style-type: none"> • MC meetings and committee meetings held remotely or where social distancing can be adhered to. No GB monitoring on site. • SIP/LA contact carried out by phone/video conferencing • Parents who need FLO/Safeguarding support should be contacted by phone where possible 	All staff and visitors	Sept 2020	Visitors will be informed of the school's requirements upon arrival, including social distancing, greetings (no handshakes), etc
Bereavement support	Pupils, staff, wider community	<ul style="list-style-type: none"> • Staff have received training and aware of where to access additional resources • School will make use of specialist professional advice when necessary 	All staff	Sept 2020	Educare courses available to new and existing staff
Staffing illness		<p>If Staffing levels become unsafe:</p> <ul style="list-style-type: none"> • 1. Redeployment of staff from other tasks to cover a class, if appropriate • 2. Other staff members in that classroom to 	All staff	Sept 2020	

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES/ACTIONS
		cover, if appropriate			
Shared Resources	Pupils & staff	<ul style="list-style-type: none"> Pencil cases/equipment to be supplied to each pupil and kept in personal trays/pouches All items that are used by more than one person to be cleaned between users if possible 	All Staff	Sept 2020	<ul style="list-style-type: none"> Pencil cases to be made into packs in school if necessary Antibacterial wipes and cleaning products available in the all areas
Further Operational guidance		<ul style="list-style-type: none"> All Hub operations will conform to government advice: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools <p>Particularly relevant will be:</p> <ul style="list-style-type: none"> Prevention: Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school Clean hands thoroughly more often than usual Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach Minimise contact between individuals and maintain social distancing wherever possible Where necessary, wear appropriate personal protective equipment (PPE) 	H&S manager to publicise, all staff to read, understand and implement.	Sept 2020	<ul style="list-style-type: none">

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES/ACTIONS
		<p><u>Response to any infection:</u></p> <ul style="list-style-type: none"> Engage with the NHS Test and Trace process Manage confirmed cases of coronavirus (COVID-19) amongst the school community Contain any outbreak by following local health protection team advice 			
<p>Additional guidance and operations</p>		<ul style="list-style-type: none"> Where possible KHNES will have consistent groups to reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. This will manifest itself in classroom use as well in each hub and movement will be limited. DFE guidance states that schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. KHNES will operate "Hub Bubbles". Groups will be kept apart, and large gatherings such as assemblies or collective worship with more than one group will be avoided. Movement around hub sites will be kept to a minimum. Staff will use of staff rooms to a minimum should be minimised, although staff must still have a break of a reasonable length during the day. Face coverings advice is present in each hub and in all parental communication. Pupils must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable 	<p>All Staff, guided by H&S Manager</p>	<p>Sept 2020</p>	<ul style="list-style-type: none">

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES/ACTIONS
		<p>face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.</p> <ul style="list-style-type: none"> • Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories. • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. 			
Measures within the classroom		<ul style="list-style-type: none"> • Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. • It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. • Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face 	All staff, guided by H&S Manager	Sept 2020	<ul style="list-style-type: none"> • Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES/ACTIONS
		<p>contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <ul style="list-style-type: none"> • For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help. • When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above. • 			

Appendix for Oakfields Education Unit Staff

Location	What are the hazards?	Who might be harmed and how?	What are you already doing?	How do you rate the risk based on what you are already doing? (RISK RATING) Low /Moderate/Significant/ High	Do you need to do anything else to control this risk? What are they?	How would you rate the risk based on what you plan to do to reduce the risk? (RISK RATING) Low /Moderate/Significant/ High	Action by who?	Action by when? dd/mm/yy	Done / Date completed dd/mm/yy
Reception	Spread of virus due to close contact at reception desk	Employees/ Visitors	Reception has markings on the floor to allow for social distancing from visitors	Medium	Estates to install a screen for Reception to allow for communication without exposure Clinical Waste bin, Masks and hand gel to be provided at the Reception Rearrange the Reception waiting area furniture to ensure 2m distance between seating	Low	Estates Amanda Heath Estates	30/06/2020 15/06/2020 30/06/2020	
Reception	Spread of virus due to sharing of pen	Visitors	Signing in for visitors using same pen	Medium	Remove signing in procedure to avoid using same pen	Low	Amanda Heath	26/06/2020	

Offices	Spread of virus due to touch when staff use a shared printer	Employees	Touch screen of printers to be regularly cleaned / wipes made available	Low	Decontaminate frequently used items as per manufacturers' guidelines, detergent wipes.	Low	All	Ongoing	
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Offices	Social distancing issues whilst sitting at desk	Employees	Hot-desking/agile working	Medium	<p>Use of alternate desks</p> <p>Maintain a clear desk policy</p> <p>Signs to be in place to indicate desks to be sanitized before use.</p> <p>Cleaning wipes to be located on desks so that all are aware</p> <p>Ensure that those who cannot work from home are given priority</p> <p>Reduce the occupancy levels and mount door signage which indicates the number of persons allowed (follow embedded document).</p>	Low	Amanda Heath / Estates	26/06/2020	
<p>© The Key Support Services Ltd thekeysupport.com/terms</p> <p>Page 20</p>					Where staff are unable to maintain				

Ward	Spread of virus due to visitors for clients or new client admissions	Employees/ Visitors	<p>Employees wearing fluid repellent masks at all times when in the unit</p> <p>Visitors meeting clients in outdoor area and social distancing</p> <p>Only one visitor per client</p> <p>No clients have home leave to avoid the risk of transmission</p> <p>New clients and their household are provided with a screening questionnaire to identify any signs or symptoms of covid 19 prior to admission</p>	High	<p>Visitors should be wearing suitable face coverings or given a fluid repellent mask to wear at all times when on the ward</p> <p>Provide wipable chair located for social distancing when visiting inside</p> <p>Regular cleaning to take place between visitors in line with regular cleaning schedule</p>	Low	All	Ongoing	
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Staff rooms / kitchens	Overcrowding at break times	Employees	No control of who uses rest rooms	High	<p>Mount kitchen social distancing and maximum numbers on kitchen/staff room posters (follow embedded document)</p> <p>Establish staggered breaks and start/finish times</p> <p>Reconfigure seating and tables in all staff rooms to maintain spacing and reduce face-to-face interactions</p> <p>Identify and use safe outside areas for breaks</p> <p>Hand gel, fluid repellent masks and clinical waste bins to be provided in each rest area</p>	Low	Amanda Heath / Estates	26/06/2020	
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Building	COVID19 risks to new staff to building	Employees new to building/ Visitors	Local induction in place for new starters	Low	Induction for visitors to site on social distancing and COVID19 hazards in building	Low	Line Managers	Ongoing	
Building	Spread of virus due to touch	Employees/ visitors	Cleaning schedule in place compliant with IPC guidance	Medium	Signage for more hand washing & more soap/paper towels made available	Low	Amanda Heath	22/06/2020	
Building	Social distancing issues whilst traveling around building	Employees/ Visitors	No control	High	Only essential travel around building is to be undertaken	Low	Employees/ Visitors	Ongoing	

Building	Not able to Social Distance / spread of virus	Employees	<p>Staff members are free of symptoms when at work</p> <p>Staff are aware of social distancing measures</p> <p>Increased frequency of hand washing with soap and water or the use of hand gels</p> <p>Increased frequency of surface cleaning</p> <p>Employees wearing fluid repellent masks at all times when in the building</p>	Medium	<p>No eating or drinking on the ward, nurses station or in the offices – use designated rest areas</p>	Low	All staff	Ongoing	
Reception & Medication Room	Paper leaflets are available for use and to take away from the site	Visitors/ Clients	Nothing	Low	Remove paper leaflets from use to adhere to IPC controls following Covid 19 advice	Low	Emma Addison	11/09/2020	

Employee changing rooms	Social distancing signage not completed for occupancy numbers	Employees	Nothing	Medium	Ensure the numbers are updated on the signs for these areas and follow the embedded document	Low	Amanda Heath	11/09/2020	
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Education Office Protocols

- **Education side room downstairs to be used as much as possible.**

If office space is still required:

If out on reintegration in the morning, feedback and other reports can be written from home in the afternoon, as long as there is nothing else needed on site, for example communication with health team/ education meetings/ CPA's/ CETR's/ diary etc.

- Ward round notes can be typed up from home in the afternoon.
 - If busy on Tuesday in the education office, JS can work in RS office.
 - If busy on Wednesday in the office, JS to be permitted to work from home.
 - Classroom can also be used if necessary however confidential information cannot be taken downstairs.
- Staff to keep RS informed of where they are based.
 - Staff reminded to wipe surfaces before and after use with the disinfectant wipes/spray.

Jan 2021 Additional Elements put in place: Updated March 7th 2021

Location	What are the hazards?	Who might be harmed and how?	What are you already doing?	How do you rate the risk based on what you are already doing? (RISK RATING) Low /Moderate/Significant/ High	Do you need to do anything else to control this risk? What are they?	How would you rate the risk based on what you plan to do to reduce the risk? (RISK RATING) Low /Moderate/Significant/ High	Action by who?	Action by when? dd/mm/yy	Done / Date completed dd/mm/yy
Bubbles Proseses	Risk of Spreading Coronavirus between contacts	Staff/pupils	Bubble Approach tightened and clarified	Low	Insist on adherence to Bubbles	Low	All staff	4 th January	4 th Jan
Face masks	Risk of Spreading Coronavirus between staff/pupils in classrooms	Staff/pupils	Use off face masks in communal areas	Low	Increase use of face masks in classrooms?	Low	MG/SR after staff views gathered	5 th January	5 th January
Mass Testing Processes in place (1)	Possible spread of Coronavirus	Staff	Mass Testing for staff to be undertaken at home twice weekly	Low	Consent of staff and processes in place	Low	MG/SR/ set up processes	5 th March	8 th March
Mass Testing Processes in place (2)	Possible spread of Coronavirus	Pupils	Mass Testing for pupils undertaken at home twice weekly	Low	Consent of pupils and processes in place	Low	Hub staff to set up processes	5 th March	8 th March