

RISK ASSESSMENT AND CONTINGENCY FRAMEWORK – COVID-19

Company Name:	Hesley Group Ltd									
Location:	Fullerton House School									
Date of Assessment:	30.11.21			Review Date:	30.3.22			Revision No:	2	
Persons Exposed:	Employees:	✓		Other Workers:	✓		Public / Visitors:	✓		Estimated total number of persons at risk:
	New / Expectant Mothers:	✓		Vulnerable Persons:	✓		Other:			

Task Description:	Risk assessment for the possible transmission of Coronavirus / COVID-19. Completed in conjunction HM Government Working safely during COVID-19 in offices and contact centres, Guidance for employers, employees and the self-employed (11 May 2020). HG will continue to follow Government guidance and enable employees to work from home where possible. Where working from home is not possible, HG will make every reasonable effort to follow Government guidance and comply with the social distancing guidelines.
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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Lack of Information to Employees	4	5	20	Emphasis on visual communications to reduce the need for face-to-face communications. All employees are provided with information on the correct handwashing methods. This includes the use of posters in toilets and washrooms to provide guidance on the exact method. Clear, consistent and regular communications to improve understanding and consistency of ways of working - regular H&S Briefings and other communications e.g. letters to employees. Infonet Homepage displays key notices and information.	1	4	4		✓	

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	L	S			L	S			Yes	No
Lack of Information	3	5	15	<p>HG has subscribed to information and updates from approved sources. These include, but are not limited to:</p> <ul style="list-style-type: none"> • The UK Government (UK Gov) (https://www.gov.uk/coronavirus), • Public Health England (PHE) (https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19), • Department for Education (DfE) (https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings), • National Health Service (NHS) (https://www.nhs.uk/conditions/coronavirus-covid-19/) • Health and Safety Executive (HSE) (https://www.hse.gov.uk/news/coronavirus.htm) <p>Updates are passed to all staff members to ensure that they are kept informed.</p> <p>There are daily news broadcasts on terrestrial and satellite television and so it is likely that all employees are keeping up to date with updates on the virus.</p> <p>Expectations around lateral flow testing and reporting test results to be shared by line managers through briefings and emails. Line managers to follow up with staff who appear unaware of expectations to fill gaps in knowledge.</p> <p>Line managers to support staff who wish to in accessing vaccine appointments and to keep a record of staff vaccinated/unvaccinated.</p>	1	5	5	DfE information posters be displayed in locations that staff can easily observe it.	✓	

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	L	S			L	S			Yes	No
Use of Personal Protective Equipment	2	5	10	<p>The wearing of a face mask, gloves and aprons in offices is not recommended to protect against COVID-19. COVID-19 needs to be managed through social distancing, hygiene and fixed teams or partnering. For further information, please refer to H&S 1.17.26b. Secondly, where the risk of COVID-19 transmission is very high.</p> <p>Face masks will therefore be stored at Reception to ensure if required they are readily accessible. Masks will also be issued to each dept.</p>	1	5	5		✓	
				<p>The wearing of face masks, gloves and aprons when working with students on educational activities is to be managed on a situational basis. In line with government guidance it is expected staff will wear full PPE for intimate care activities and when caring for a student who is displaying symptoms of coronavirus. School leaders may at times determine other activities/ types of support require PPE (for example when social distancing is significantly breached for prolonged periods of time). Where staff or students choose to wear PPE as a personal preference this should be supported.</p>						

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	L	S			L	S			Yes	No
Use of Face Coverings	2	5	10	<p>In offices, there are some circumstances where wearing a face covering may be marginally beneficial as a precautionary measure. Evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.</p> <p>It is optional/personal choice for employees to wear a face covering (covering your mouth & nose) in enclosed spaces where social distancing is not possible. Face coverings are not a general replacement for the ways of managing risk including minimising time spent in contact, using fixed teams and partnering for close-up work and increasing hand and surface washing.</p> <p>If a face covering is worn it is important to use it properly and wash your hands before putting it on and taking it off.</p> <p>If you chose to wear a face covering it must meet Per 4.10 Personal Appearance of Employees policy and you should:</p> <ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. • Practise social distancing wherever possible. 	1	5	5		✓	

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Clinically Extremely Vulnerable Employees and Clinical – Protecting people who are at higher risk	4	5	20	Any employees in this category should be in work. Line managers will explore any areas of concern taking into account the risk assessments etc.	1	5	5		✓	
				Measures that have been put in place to ensure the safety of staff are contained with the COVID-19 specific risk assessments but will also take into account any personal risk assessment.						
				Hesley Group will continue to monitor the situation for all staff and will be guided by Government advice regarding the return to on-site working.						
				Employees should be extra vigilant, maintain social distancing, ensure frequent hand washing and adhering to all other controls contained in this risk assessment.						
			Managers to complete individual risk assessment where applicable.							

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Office/Meeting Room/Conference Room Sizes	4	5	20	<p>Signage has been installed throughout the buildings.</p> <p>Social distancing (keeping 2 metres apart) must be maintained in administrative spaces wherever possible, this includes whilst arriving at and departing from work and while in work.</p> <p>All employees have a duty to be mindful about their actions and movements. Stand at least 1m away from another person and their desk. Do not pick up another person’s phone or touch their equipment.</p> <p>All employees are responsible for cleaning their work area (in after use. HG will ensure appropriate cleaning materials are available.</p> <p>Desks and telephones should not be shared; ideally they should be allocated to 1 person. Where this is not possible desks, all equipment including keyboards and telephones should be cleaned before and after use using antibacterial wipes.</p> <p>Hand sanitiser will be provided to all offices and hand sanitiser dispensers are located in key areas throughout the building such as next to the lift and next to communal printers on each floor</p> <p>Offices with meeting room tables – have been assessed in terms of safe occupancy – this is detailed on the risk assessment. All employees should ensure social distancing is maintained.</p> <p>Air conditioning - The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low. Portable and fixed air con units in buildings can be used as normal.</p> <p>General ventilation - Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus, where possible open windows in offices. You can also improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces by using desk fans or opening windows. The risk of transmission through the use of desk fans is extremely low.</p> <p>Update 30.11.21: Due to the risks of increased transmission and the Omnicom variant meetings should take virtually where possible to meet the aims and objectives of the meeting. In some occasions this may not be possible or in the best interests of a</p>	1	5		<p>Office safe occupancy levels have been determined in all offices and are based on the desk protection screens being in place.</p>	✓

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			<p>productive meeting. In these circumstances close attention should be paid to room limits and the needs for participants to have recently completed negative LFT tests?</p> <p>All employees have a duty to be mindful about their actions and movements. Social distancing must be observed at all times. Signs have been placed throughout the buildings to serve as reminders.</p> <p>Employees should not move around the building unless essential e.g. do not visit other offices or move between floors. Employees should use remote working tools such as telephones, email, zoom etc. to communicate with others in the building and across the organisation.</p> <p>Ensure social distancing is maintained when walking through the building and regularly wash or sanitise your hands.</p> <p>The maximum occupancy of the lift is 1 person.</p> <p>Meeting Rooms Meeting rooms are used by number of different people and this cannot be completely avoided.</p> <p>All rooms have been assessed in terms of safe occupancy</p> <p>Maximum safe occupancy is to be displayed in each room. Chairs will be removed and rooms set up to enable social distancing to be achieved.</p> <p>High touch points in rooms should be cleaned after each use (doors & door handles, light switch, table(s), sideboard, projector controls) using antibacterial wipes/cleaning materials provided. It is the responsibility of the HG employees attending the meeting to complete the cleaning. Cleaning should be recorded on H&S 1.17.9k Meeting/Conference/Training Room Cleaning Checklist (located in the room).</p> <p>Hand sanitiser dispensers are located in each room.</p> <p>Avoid sharing pens and other objects. Limit the use of high-touch items such as white boards.</p>						
Internal Training Courses	4	5	20	Participants asked questions upon arrival to ensure they haven't been in contact with anyone infected or suspected of being infected before entering the training room, they will also be	2	5	10		✓

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			<p>asked if they themselves have shown signs or symptoms of being infected.</p> <p>Social distancing (keeping 2 metres apart) must be maintained wherever possible, this includes whilst arriving at and departing from work and while in work.</p> <p>Outside areas will be accessed directly from meeting rooms/conference rooms using external fire doors where possible to minimise use of corridors. Fire doors will be secured after use. Trainers are responsible for controlling group access at break times.</p> <p>Training room is set up to enable social distancing of 2 metres between participants. The room including all high contact surfaces is cleaned at the beginning of the day and the end of the day by the trainer who will be wearing PPE, all waste & PPE is disposed of in accordance with government guidelines.</p> <p>The moving of tables and chairs is undertaken by the trainer who will be required to wear PPE throughout this task.</p> <p>Where interventions are to be taught all participants and trainers will wear PPE. A no touch option for practice will be used but a touch approach will be needed for assessment and as such PPE will be worn by all involved.</p> <p>Avoid transmission during events e.g. sharing pens and other objects. Limit or restrict the use of high-touch items such as whiteboards.</p> <p>No buffets to be provided in meeting rooms or conference rooms. Encourage people to bring their own food. Hot drinks to be provided in disposable cups.</p> <p>All rooms should be well ventilated where possible – open windows and doors.</p> <p>Update 30.11.21: As per meetings, consideration should be given to determine whether the aims and objectives of the session can be met through a virtual event. Where possible virtual events should be used, where not room limits and adherence to policy re LFTs should be followed.</p>			
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<p>Contact with Others – common areas</p>	4	5	20	<p>Social distancing (keeping 2 metres apart) must be maintained wherever possible, this includes whilst arriving at and departing from work and while in work. Always be mindful of social distancing.</p> <p>Signage has been installed throughout the building.</p> <p>Entering & Signing In</p> <ol style="list-style-type: none"> 1. Employees should be mindful the reception area is a tight space and where necessary should wait outside until suitable space is available. 2. Please use the hand sanitiser as soon as you enter. 3. Please use the hand sanitiser after you have signed in before you proceed into the building. <p>Leaving & Signing Out</p> <ol style="list-style-type: none"> 1. Departure times at work should be staggered to reduce crowding into and out of reception. Always be mindful of social distancing. 2. Please use the hand sanitiser before you sign out and prior to leaving the building. <p>Reception</p> <ol style="list-style-type: none"> 1. Move through reception quickly, do not congregate in the area. 2. Seating in reception has been spaced out and is available for visitors when required. <p>Movement around the buildings</p> <ol style="list-style-type: none"> 1. All employees have a duty to be mindful about their actions and movements. Social distancing must be observed at all times, including on the staircases. Signs have been placed throughout the Hall to serve as reminders. 2. Employees should not move around the building unless essential e.g. do not visit other offices. Employees should use remote working tools such as telephones, email, zoom etc. to communicate with others in the building and across the organisation. 3. Ensure social distancing is maintained when walking through the building and regularly wash or sanitise your hands. 4. The maximum occupancy of the lift is 1 person. <p>Kitchens</p> <ol style="list-style-type: none"> 1. Breaks should be staggered to reduce over-crowding in the staff room and kitchenettes. Only 1 person is permitted in the kitchenettes in the office area – 1 in 1 out rule. Do not make drinks for others. 	2	5	10			

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	L	S			L	S			Yes	No	
				<p>2.Queue outside the kitchen maintaining social distancing, if there is a queue of more than 3 people, come back later.</p> <p>3.Please use wash your hands when entering the kitchenettes before making a drink and going in the fridge. Tea/Coffee/Sugar and Milk will still be provided. Lunch can be stored in the fridge and the microwave and toaster can be used. Bring food ready prepared to work and do not prepare food for others. Cleaning materials will be available in each kitchen.</p> <p>4.Do not bring in food to share with others such as cakes.</p> <p>5. Remember to wash your hands before and after eating.</p> <p>Toilets</p> <p>1.Paper towels are provided.</p> <p>2.Toilets are cleaned a minimum of twice a day, all cleaning is recorded.</p> <p>Printers</p> <p>1.Hand sanitiser dispensers are located next to all communal printers. Sanitise your hands before and after touching the printer.</p> <p>All rooms should be well ventilated where possible – open windows.</p>							

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	L	S			L	S			Yes	No
Housekeeping	3	5	15	<p>Adequate supplies of cleaning materials are kept on site.</p> <p>Surfaces where regular contact is likely, such as door handles, tables, light switches, chairs, vending machines etc. are being prioritised to ensure that they are cleaned regularly.</p> <p>Ensure sufficient waste facilities in all rooms and a minimum daily rubbish collection.</p> <p>If you have a concern about the cleaning or require hand sanitiser, anti-bacterial wipes restocking please email kay.rollinson@hesleygroup.co.uk.</p> <p>If cleaning an area after a known or suspected case of COVID-19, refer the H&S 1.17.26.</p> <p>Regular cleaning (spraying) of outdoor equipment – play equipment, benches, picnic tables, cycle racks.</p>	2	5	10		✓	

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Transmission of Virus / Hygiene	4	5	20	<p>All employees should take twice weekly lateral flow tests. Test should be self-administered prior to coming to work on Mondays and Thursdays. Results should be reported to line management. In the event of a positive or inconclusive test the employee should not attend work and should communicate the issue with their line manager at the first opportunity. In the event of a positive test result employees are expected to follow government/ NHS guidance.</p> <p>If contacted through track and trace employees should inform their line manager and follow the instructions received.</p> <p>Visitors to site should be briefed not to attend if they are experiencing symptoms of coronavirus. On arrival on site ILS staff should enact/ check the following:</p> <ul style="list-style-type: none"> - Temperature check for all visitors attending site but not likely to have direct contact with the students. - Proof of recent lateral flow test (within past 24 hours) for all visitors likely to have contact with the students during their visit. When booking visits, visitors should be encouraged to carry this out prior to arrival. Where they have been unable to do this they should be given a discreet location for the first 30 minutes of their visit to carry out a test. 	2	5	10		✓	
				<p>Communication from school leaders should ensure parents/ carers are aware of the symptoms of coronavirus and their responsibility to monitor their child for the symptoms and for their child to not attend school should they be symptomatic. Where possible students should take twice weekly lateral flow tests as per staff expectations. Leaders to ensure parents/ carers are aware of the need to report positive/ inconclusive results at the first opportunity and for their child not to attend school in these circumstances.</p> <p>Should members of a student’s household become ill parents/ carers should follow government guidance regarding the need for the student attending ILS to isolate.</p> <p>All employees are provided with information on good hygiene measure to include:</p> <ul style="list-style-type: none"> • washing hands with soap and water often – do this for at least 20 seconds. • washing hands when you get home or into work. • using hand sanitiser gel if soap and water are not available. • covering mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. • put used tissues in the bin straight away and wash hands afterwards. 						

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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
			15	<ul style="list-style-type: none"> do not touch your eyes, nose or mouth if your hands are not clean. <p>All employees and visitors are instructed to obey 'social distancing' wherever possible. This means maintaining a 2m separation wherever practicable.</p> <p>Supplies of soap and hand sanitiser are available for use.</p> <p>Hand sanitiser, or similar, is available in the reception and all visitors and staff are instructed to use this on arrival to the building.</p> <p>Soft furnishing, or difficult to clean objects, should be removed temporarily.</p> <p>Bins will be emptied regularly, especially those used for disposing of tissues.</p>						
Emergency Procedures	3	5	15	<p>In an emergency e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitisation measures immediately afterwards including washing hands.</p> <p>Reception have access to PPE – face masks, gloves, aprons if required.</p>	1	5	5	Signage to be moved to segregate people and ground markings to be installed at fire assembly point to remind people of social distancing.	✓	

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Employees Becoming Unwell	4	5	20	<p>Update 30.11.21: To minimise the risk of transmission all staff and visitors to Helsey Group sites should take a LFT within the 24 hours prior to the start of their day’s work or visit. These results should be shared with their line manager or person appointed by their line manager.</p> <p>If you have symptoms of COVID-19, employees must follow government/ NHS guidance with regard to self-isolation and testing requirements. Employee absence due to self-isolation will be treated as sick leave and you should follow Hesley Group’s standard sickness absence reporting procedure. Whilst at home, you should refrain from work in order to facilitate your recovery. You should not, under any circumstance, enter Hesley Group buildings.</p> <p>If you develop symptoms whilst at work, you should inform your manager and leave work immediately and:</p> <ul style="list-style-type: none"> • avoid touching anything, and wash your hands regularly • cough or sneeze into a tissue and put it in a bin, or if you do not have tissues, cough and sneeze into the crook of your elbow • use a separate bathroom from others if possible • avoid using public transport to travel home, if possible <p>Under Government guidelines, you should also ask for a test online or phone to arrange a test by calling 119. As a Hesley Group employee with symptoms, you also have access to a dedicated testing service and you should contact your line manager to request a test.</p> <p>If required to isolate and at the end of the isolation period employees still have symptoms other than a cough or loss of sense of smell/taste, employees must continue to self-isolate until they feel better. It is the employees responsibility to notify their line manager if you test positive for COVID-19.</p> <p>Employees should provide their line manager with their COVID-19 test result. They will not be required to provide a GP fit note after 10 days of sickness. However, they should continue to keep their line manager informed and regularly updated about their health.</p> <p>If an employee lives with someone who has COVID-19 symptoms but they remain well, they must follow any NHS directions around self-isolation they receive.</p>	2	5	10	<p>Managers to remain vigilant for employees displaying the signs of symptoms of COVID-19.</p>	✓	

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Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Others Becoming Unwell	3	5	15	<p>If employees are contacted by the NHS Test and Trace team, they should report this to their line manager and follow any directions received.</p> <p>For an employee where working from home in their normal role is not possible they may be given alternative duties.</p>	2	5	10	None Required	✓	
Air Conditioning	2	4	8	<p>All Air conditioning units are maintained by competent persons.</p> <p>Air conditioning - The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low. Portable and fixed air con units in school buildings can be used as normal.</p> <p>General ventilation - Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus, where possible open windows in offices. Employees can also improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces by using desk fans or opening windows. The risk of transmission through the use of desk fans is extremely low.</p>	1	4	4		✓	

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	L	S			L	S			Yes	No
Travel & Transport	4	5	20	<p>All non-essential travel should be minimised (this includes between different HG services) – remote options such as Zoom and conference calls should be considered first.</p> <p>Travel between HG sites is limited to essential work and where possible employees should limit the number of sites visited in a day to 2 sites.</p> <p>All visits to other HG sites should be prearranged with a manager at the Service. HG staff are not required to complete Health Declarations when visiting other sites.</p> <p>The Group will continue to update its policies and procedures regarding visitors in line with Government guidance. If required, further restrictions on movements will be immediately implemented.</p> <p>Where travel is required (this includes journeys to and from your main place of work) the number of employees travelling together in any one vehicle e.g. car sharing should be minimised. If car sharing is unavoidable, employees should have fixed travel partners, increase ventilation in the vehicle by opening windows and avoid sitting face to face.</p> <p>All HG shared vehicles (Minibuses, People Carriers and vans) should be cleaned after each complete journey.</p> <p>Where employees are required to stay away from their home, the stay should be centrally logged by the Service and assurances must be sort that the overnight accommodation meets social distancing guidelines.</p> <p>Adequate car parking and cycle racks on site.</p>	2	5	10			

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<p>Visitors (including contractors)</p>	4	5	<p>20</p> <p>Update 30.11.21: When arranging a visit to the site colleagues should be careful to ensure the visit is essential and cannot be replaced by a telephone call or virtual meeting. Essential visits which are required for safe good quality provision for children (e.g. assessments, quality monitoring etc.) should be protected and take place with additional measures including proof of LFT. Where meetings are purely professional to professional other arrangements are encouraged to avoid additional risk of transmissibility onsite.</p> <p>1. Essential visitors are permitted on all Hesley Group sites providing covid-19 control measures are strictly adhered to. Where visits to a Service are not essential the use of video conferencing is actively encouraged. Signage and posters in place. Separate guidance issued to Approved Contractors.</p> <p>2. The Manager involved in arranging the visit should refer to ReS 2.2.1 and ensure the following:</p> <p>a. Coordinate with the Reception to ensure the number of visitors scheduled to arrive each day can be managed safely (adequate meeting room space available) and in line with Hesley Group COVID-19 procedures and risk assessments. Where this is not achievable visits should be rescheduled.</p> <p>b. Ask the visitor to confirm he/she is not displaying symptoms of coronavirus (COVID-19).</p> <p>c. Confirm the visitor has not been asked to self-isolate in relation to COVID-19 (NHS Test and Trace service).</p> <p>d. Ensure visitors are aware of Hesley Group COVID-19 procedures. Brief them on what to do when arriving at site, required PPE, restrictions on access and the importance of social distancing and frequent handwashing.</p> <p>e. Ensure visitors likely to have direct contact with students take a lateral flow test prior to arrival and show proof of test to the host of their visit.</p> <p>3. On arrival, the Receptionist will then ask them to</p> <p>a. Immediately sanitise their hands using the hand gel provided and follow the instructions given to them.</p> <p>b. All Professional visitors will be issued with visitor badge and asked to complete a COVID-19 Health Declaration, ReS 2.2.4. Completed Health Declarations should be stored securely by the Service for 21 days. Information will be shared with the NHS Test & Trace service should it be required. Visitors will either have their temperature taken before the visit commences (if their temperature is above 37.8C then the visit will not be permitted to go ahead) or be asked to provide proof of a negative lateral flow test.</p>	2	5	<p>10</p>		✓	

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			20	<p>c. The HG employee hosting the visit should refer to ReS 2.2.1 and brief the visitor about COVID-19 procedures together with the usual H&S information such as fire evacuation procedures. COVID-19 specific information:</p> <p>i. Where they are permitted to access including specifying the welfare facilities they can use – access should be restricted/carefully managed.</p> <p>ii. Social distancing must be observed at all times – remind them and ensure they keep 2 metres apart from other staff and people we support.</p> <p>iii. Importance of hand washing and locations of alcohol hand gel.</p> <p>iv. Visitor movements around site must be minimised as far as reasonably practicable, they should not enter any unnecessary areas. The Visitor should be escorted at all times.</p> <p>v. When the visitor is leaving, inform the Visitor they need to wash their hands prior to leaving and ensure they sign out.</p>						
Inbound and outbound goods e.g. post & deliveries	4	5	20	<p>The delivery of personal items to work is not permitted. Deliveries are non-contact and coordinated by Reception. Delivery drivers should not enter the building unless essential. Those placing orders should consider ordering larger quantities less often to reduce the frequency of deliveries</p>	2	5	10		✓	
Mental health & wellbeing	3	4	12	<p>HG to focus on the importance of mental health and wellbeing referring to specific COVID-19 guidance.</p> <p>There are a range of resources and further information available to support Health and Wellbeing on the HG Infonet – go to HG sites – Health and Wellbeing.</p> <p>Expectation Line Managers check in with all their staff (office based and homeworking) on a weekly basis (minimum) via phone or zoom.</p> <p>Supervisions and Appraisals should continue in line with Per 4.6 Employee Supervision & Appraisal.</p> <p>HG offer a free and confidential counselling service to all employees. The service is accessed via line managers or a member of the HR team.</p>	2	4	8		✓	

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Name of Assessors:	Emma Bramhall, Kay Rollinson, Michael Walsh	Signatures:	
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Definitions	
Common Areas	The term ‘common area’ refers to areas and amenities which are provided for the common use of more than one person including reception areas, meeting rooms, toilets, gardens, fire escapes, kitchens, store room,
Clinically Extremely Vulnerable (Shielded)	Clinically Extremely Vulnerable People will have received a letter telling them they are in this group, or will have been told by their GP. Guidance on who is in the group can be found on the Government website 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
Clinically Vulnerable People	Clinical Vulnerable People including those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the ‘clinically vulnerable’ section here: https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others

Contingency Framework – 1.9.21 onwards

In line with government guidance ‘Contingency Framework: education and childcare settings’ Fullerton House School is required to have in place a contingency framework through reaching the threshold of covid cases as identified in the documentation.

For the purposes of Fullerton House School the relevant threshold is two cases within a group. For the purposes of planning a group will most likely be a class but could also constitute a group who regularly share space such as a minibus, after school club etc. Where two cases within a group are identified they will inform Public Health England of the outbreak and will prioritise a response plan. The response plan will be shared with PHE, all staff, associated children’s homes, HG central services and parents/ carers.

RISK ASSESSMENT AND CONTINGENCY FRAMEWORK – COVID-19

Below are listed the measures the school is prepared and ready to take in the event of hitting the threshold. Consideration in collating the plan should be given to whether measures are applied across the site or in selected sections/ groups. It is also not necessarily the case that all measures should be taken but instead measures should be selected which are proportionate and appropriate to the level of risk being seen.

Measure	Options to be prepared for/ to consider
Testing	<ul style="list-style-type: none"> - Escalate testing from twice weekly to daily. - Using HG supplies provide PCR tests for all either across site or in a selected area. - Set up and use onsite testing stations.
Face coverings	<ul style="list-style-type: none"> - Mandatory use of face coverings on sections of site or across site. - Increased situational use of face coverings.
Residential Visits/ Educational Visits	<ul style="list-style-type: none"> - Restrictions on use of these on timetable in response to circumstances on site or in the local community.
Visitors to site	<ul style="list-style-type: none"> - Restrictions to essential visitors only - Moving meetings online - Limits on daily numbers of visitors onsite - Restrictions in locations/ facilities visitors can access
Attendance restrictions	<ul style="list-style-type: none"> - Temporary and time limited use of home learning programs for selected students. - Temporary and time limited requests for selected staff to work from home.
Transport	<ul style="list-style-type: none"> - HG to provide additional transport too and from school to support greater social distancing if required.

Note 1: The Headteacher is responsible for ensuring one DSL is onsite throughout any period of contingency planning.

Note 2: Should attendance restrictions be brought in the Headteacher is responsible for identifying vulnerable children and working in partnership with families and/ or external agencies to ensure they have suitable support for checking their well-being, accessing free school meals and support with home learning programs.