

# PLAN B: COVID-19: Office Risk Assessment

**17/01/2022**

**New Measures**

**Risk Assessment based on guidance from:**

- The use of personal protective equipment (PPE) in education, childcare and children’s social care settings, including for aerosol generating procedures (AGPs); DfE
- Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (applies until Step 4); DfE, Updated 7 July 2021
- Contingency framework: education and childcare settings August 2021
- Schools COVID-19 operational guidance Updated 17 August 2021
- DfE Guidance Updated 28/11/2021
- 5/01/2022: Press release: Confirmatory PCR tests to be temporarily suspended for positive lateral flow test results
- Guidance Actions for schools during the coronavirus outbreak: What all schools will need to do during the coronavirus (COVID-19) pandemic. (updated 05/01/2022)
- Guidance Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection (updated 11/01/2022)

**CEO:** Dame Mo Brennan

<b>Assessment conducted by:</b>	<b>Position:</b>	<b>In consultation with:</b>	<b>Date of Assessment:</b>	<b>Date Revised:</b>	<b>Review Date:</b>
Gary Smart	Trust Estates and Facilities Manager	Dame Mo Brennan; CEO Ritchie Doidge; Chief Finance Officer Matrix Office Staff	Tuesday 21 <sup>st</sup> April 2020	Friday 12 <sup>th</sup> June 2020 Monday 21 <sup>st</sup> July 2020 Friday 2 <sup>nd</sup> October 2020 Wednesday 14 <sup>th</sup> October 2020 Thursday 7 <sup>th</sup> January 2021 Tuesday 2 <sup>nd</sup> February 2021 Wednesday 3 <sup>rd</sup> March 2021 (walk-round/site visit) Friday 9 <sup>th</sup> April 2021 Monday 4 <sup>th</sup> May 2021 <b>Monday 17<sup>th</sup> January 2022</b>	Weekly

IMPACT/SEVERITY				
<b>Very High (VH)</b> Strong likelihood of fatality / serious injury occurring	<b>High (H)</b> Possibility of fatality/serious injury occurring	<b>Medium (M)</b> Possibility of significant injury or over 3-day absence occurring	<b>Low (L)</b> Possibility of minor injury only	
LIKELIHOOD				
<b>5 (Almost certain)</b> Will undoubtedly happen/recur, possibly frequently	<b>4 (Likely)</b> Will probably happen/recur, but it is not a persisting issue/circumstances	<b>3 (Possible)</b> Might happen or recur occasionally	<b>2 (Unlikely)</b> Do not expect it to happen, but it is possible it may do so	<b>1 (Rare)</b> This will never happen/recur

What are the hazards?	Who might be harmed?	Controls Required	Impact/Severity	Likelihood	Action by who?	Action by when?	Done
OFFICE ACCESS							
PCR & Lateral Flow tests	Staff Others	<ul style="list-style-type: none"> <li>From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.</li> <li>The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day.</li> </ul>	L	2	All	Updated and review 17 Jan 22	YES

		<p>All test results should be reported to NHS Test and Trace.</p> <ul style="list-style-type: none"> <li>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</li> <li>The main symptoms of COVID-19 are recent onset of any of the following: <ul style="list-style-type: none"> <li>a new continuous cough</li> <li>a high temperature</li> <li>a loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> </li> </ul>					
<b>Isolation</b>	Staff Others	<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>they are fully vaccinated (double-jabbed)</li> <li>they are below the age of 18 years and 6 months</li> <li>they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <u>PCR test</u>.</p>	<b>L</b>	<b>2</b>	All	Updated and review 17 Jan 22	<b>YES</b>

		<p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>Guidance as of <b>28/11/21</b> states any “suspected or confirmed close contacts of the <b>Omicron</b> variant will be asked to isolate for 10 days regardless of vaccination status or age”.</p> <p>The guidance adds: “You will be contacted directly and told to isolate.”</p> <ul style="list-style-type: none"> <li>• From <b>Monday 17 January</b>, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.</li> <li>• The first test must be taken no earlier than day 5 of the self-isolation period, and the</li> </ul>					
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		<p>second must be taken the following day. All test results should be reported to NHS Test and Trace.</p> <ul style="list-style-type: none"> <li>If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</li> </ul>					
<b>Office Capacity – Social Distancing</b>	Staff	<ul style="list-style-type: none"> <li>From Monday 4<sup>th</sup> May, Matrix Office open to all staff.</li> <li>Twice weekly home voluntary testing to be undertaken on a Sunday and Wednesday evening with all positive test results reported immediately to line manager. Testing packs available from R. Doidge.</li> <li>Guidance issued to staff: <ul style="list-style-type: none"> <li>- Schools How To Self-Test</li> <li>- Covid19 Self-Test Instructions</li> </ul> </li> <li>Social Distancing –2m, or 1m with risk mitigation where 2m is not viable.</li> <li>Office refurbishment and reconfiguration during the summer to support social distancing.</li> <li>Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Public Health Agency</li> <li>Ensuring sufficient rest breaks for staff.</li> <li>Staff to be reminded regularly of the importance of social distancing both in the workplace and outside of it.</li> <li>Site Team staff to limit their access to Head Office whilst staff are present. Site Team to wear masks whilst on site.</li> </ul>	<b>M</b>	<b>3</b>	Staff	On-going	<b>Yes</b>

		<ul style="list-style-type: none"> <li>• Staff to limit their contact with Bloxwich Academy staff.</li> <li>• Screen dividers in place to support social distancing.</li> <li>• Central staff to limit their visits with other sites as much as possible.</li> <li>• Staff not to make food or drinks for any other staff. Only one member of staff in the kitchen area at one time.</li> </ul>					
<b>Arriving at the office</b>	Staff	<ul style="list-style-type: none"> <li>• Entry protocol in place and shared with all staff.</li> <li>• Staff to wash hands using portable wash basins in lobby area.</li> <li>• Staff to wipe down their work areas including phones on entering and leaving the office.</li> <li>• Cloth face masks can be worn by staff and visors will be made available.</li> </ul>	<b>L</b>	<b>3</b>	Staff  Staff	On-going	<b>Yes</b>
<b>Visitors to the Matrix office</b>	Staff Others	<ul style="list-style-type: none"> <li>• All visitors to site including cleaners and caretakers must wear a mask in the Matrix building during office hours.</li> <li>• Any visitor entering the site must ensure they are not displaying any signs or symptoms of COVID-19 prior to entering the site.</li> <li>• Visitors are permitted on site but must follow COVID-19 safety measures: <ul style="list-style-type: none"> <li>- Wash hands on entry.</li> <li>- The wearing of masks is voluntary for Matrix office staff. Visors are available for staff.</li> <li>- Hand sanitiser, antibacterial wipes, antibacterial spray is provided around the building and within the conference room to ensure that all surfaces and areas are kept clean and wiped down after use.</li> <li>- Visitor's use of kitchen facilities, a kettle and tea and coffee facilities</li> </ul> </li> </ul>	<b>M</b>	<b>3</b>	Site	On-going	<b>Yes</b>

		<p>will be provided for visitors using the conference room.</p> <ul style="list-style-type: none"> <li>- Visitors wishing to access water to use the kitchen as normal, but must wipe down any areas after use, using the products provided.</li> <li>• If visitors display COVID-19 symptoms within 14-days of being on site, they must inform their site contact.</li> </ul>					
<b>CLEANING and COMPLIANCE</b>							
<b>Stock control</b>	Staff	<ul style="list-style-type: none"> <li>• Trust Facilities Manager /Head Caretaker of Bloxwich to ensure stock levels of: <ul style="list-style-type: none"> <li>- Toilet rolls</li> <li>- Hand soap</li> <li>- Hand sanitiser</li> <li>- Bleach</li> <li>- Anti-bacterial wipes</li> <li>- Refuge bags</li> </ul> </li> </ul>	<b>L</b>	<b>2</b>	Site	On-going	<b>Yes</b>
<b>Cleaning while office open</b>	Staff	<ul style="list-style-type: none"> <li>• Cleaning to be completed by cleaning contractors.</li> <li>• Cleaners to wear face masks whilst on site during office hours.</li> <li>• Touch points to be cleaned daily.</li> <li>• Anti-bacterial wipes provided on each work station.</li> <li>• Hand sanitiser provided on each work station.</li> <li>• Bins to be left outside of the front entrance for site team to collect.</li> <li>• Wipes will be available for staff members.</li> <li>• Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</li> </ul>	<b>M</b>	<b>2</b>	Staff	On-going	<b>Yes</b>
<b>Statutory Tests and Inspections</b>	Staff	<ul style="list-style-type: none"> <li>• Statutory inspections to continue but with social distancing in place always. With records</li> </ul>	<b>M</b>	<b>1</b>	Site	On-going	<b>Yes</b>

		<p>maintained and checked by Trust Facilities Manager.</p> <ul style="list-style-type: none"> <li>In-house inspections should continue to ensure the office remains as safe as possible.</li> </ul>					
<b>Contractors on site</b>	Staff Contractors	<ul style="list-style-type: none"> <li>Where contractors are coming into the Matrix Office they must have up-to-date Risk Assessments and Method Statements.</li> <li>Contractors to wear face masks whilst on site during office hours.</li> <li>Control measures regarding COVID-19 must be included within their Risk Assessments and Method Statements.</li> <li>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</li> <li>They must ensure no workers are displaying any signs or symptoms of COVID-19 prior to entering the site.</li> <li>Matrix will screen contractor's in-line with site specific COVID-19 protocols. Symptomatic contractors will not be allowed into the building.</li> </ul>	<b>M</b>	<b>2</b>	Trust Facilities Manager/  Site	On-going	<b>Yes</b>
<b>VENTILATION</b>							
<b>Ventilation on site</b>	Staff Visitors	<p><b>Mechanical ventilation systems</b></p> <ul style="list-style-type: none"> <li>Should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (<i>if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</i>)</li> </ul> <p><b>Natural ventilation</b></p>	<b>L</b>	<b>2</b>	Site Team	Updated and review March 21	<b>YES</b>
			<b>L</b>	<b>2</b>	Site Team Staff		



		<ul style="list-style-type: none"> <li>- Opening windows (<i>in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space</i>).</li> <li>- In cooler weather, windows at the top of the room should be used and windows which create a direct draft to pupils need only be opened fractionally to allow trickle ventilation. If this type of ventilation has been used to maintain a comfortable room temperature, then windows at the end of the lesson should be opened widely to 'purge' the air in the room prior to the next group coming in.</li> <li>- Opening internal doors can also assist with creating a throughput of air.</li> <li>• If necessary external opening doors may also be used (<i>as long as they are not fire doors and where safe to do so</i>)</li> </ul>					
<b>PPE</b>							
<b>PPE</b>	Staff	<ul style="list-style-type: none"> <li>• PPE to be available for First Aiders. <ul style="list-style-type: none"> <li>- Masks</li> <li>- Gloves</li> <li>- Aprons</li> <li>- Thermometer</li> </ul> </li> </ul> <p>Head Caretaker to ensure all items in stock and checked daily.</p>	<b>M</b>	<b>2</b>	Site Trust Facilities Manager	On-going	<b>Yes</b>
<b>Signs of Covid-19</b>	Staff Others	<ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</li> <li>• Line managers will maintain regular contact with staff members during this time.</li> <li>• If there is more than one case of COVID-19 associated with the workplace, the</li> </ul>	<b>M</b>	<b>3</b>	Staff	On-going	<b>Yes</b>

		<p>local PHE health protection team will be contacted to report the suspected outbreak.</p> <ul style="list-style-type: none"> <li>If the local PHE health protection team declares an outbreak, details of symptomatic staff will be record and contacts will be identified. All employment records will be up to date. PHE heath protection will provide information about the outbreak management process, which will help to implement control measures, assist with communications to staff, and reinforce prevention messages.</li> </ul>					
<b>Spread of infection</b>	Staff Others	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>Staff do not return to office before the minimum recommended self-isolation period in line with Public Health England.</li> </ul> <p><b>Track and Trace</b></p> <ul style="list-style-type: none"> <li>To assist the Test and Trace service a temporary record of staff shift patterns for 21 days will be kept. The Trust will assist NHS Test and Trace with requests for that data if needed.</li> </ul>	<b>M</b>	<b>3</b>	Site	On-going	<b>Yes</b>
<b>STAFF SUPPORT</b>							
<b>Staff Well-being</b>	Staff Others	<ul style="list-style-type: none"> <li>Staff counselling service available. This service will run Monday to Thursday during the hours 9am-3pm where you will be able to book in up to 1-hour sessions via chat, phone or video call.</li> <li>Requests to <a href="mailto:counsellor@matrixacademytrust.co.uk">counsellor@matrixacademytrust.co.uk</a></li> <li>Requests are expected to be answered within 48 hours Monday to Thursday.</li> <li>The counselling service would remain confidential at all times (unless life or death situation).</li> </ul>	<b>M</b>	<b>3</b>	HR Staff	On-going	<b>Yes</b>

		<ul style="list-style-type: none"> <li>Staff to have regular communication with line managers and colleagues via phone, email, face-to-face.</li> <li>Fortnightly bulletin promotes well-being by sharing good practice and providing contact numbers of support agencies.</li> </ul>					
<b>BAME Black, Asian and Minority Ethnic</b>	Staff	<ul style="list-style-type: none"> <li>A risk assessment will be offered to BAME staff if requested, so that a personalised risk assessment can be devised where appropriate which may include personal protection equipment (PPE).</li> <li><b>Staff Home testing:</b> Staff will be provided with x2 home testing kits per week. Please note testing is voluntary but highly recommended.</li> <li><b>Redeployment:</b> BAME staff may be considered for redeployment to lower risk work areas or home working.</li> <li><b>Other infection prevention and control measures:</b> Social distancing in all work areas including offices, staff rooms and kitchen areas and hand washing should be undertaken as described in national guidance and should be strictly maintained.</li> </ul>	<b>M</b>	<b>3</b>	Trust	On-going	<b>Yes</b>
			<b>M</b>	<b>3</b>	HR		
			<b>M</b>	<b>3</b>	Staff		
			<b>M</b>	<b>3</b>	HR		
			<b>M</b>	<b>3</b>	Staff		
<b>Pregnant staff</b>	Staff	<ul style="list-style-type: none"> <li>Pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch COVID-19. This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch COVID-19.</li> <li>Risk assessment already takes into consideration any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers.</li> </ul>	<b>M</b>	<b>2</b>	Head HR	On-going	<b>YES</b>

		<ul style="list-style-type: none"> <li>School to follow the same principles for pregnant pupils, in line with wider health and safety obligations as set out in risk assessment.</li> </ul>					
<b>Clinically extremely vulnerable staff (CEV)</b>	Staff	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a>.</li> <li>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on <a href="#">protecting vulnerable workers</a>, including advice for employers and employees on <a href="#">how to talk about reducing risks in the workplace</a>.</li> <li>The Government welcome your support in encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible even during term time.</li> </ul>	<b>L</b>	<b>2</b>	Head Staff	On-going	<b>YES</b>
<b>HEALTH &amp; SAFETY</b>							

<b>Awareness of policies / procedures /</b>	Staff	<ul style="list-style-type: none"> <li>• All staff are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>✓ Health and Safety Policy</li> <li>✓ Posters around site</li> <li>✓ COVID-19 Matrix Office Risk Assessment</li> </ul> </li> <li>• All staff, returning to work must ensure they are aware of the current guidelines regarding safe distancing and washing hands on a regular basis.</li> <li>• All staff can access the following information on-line for up to date information on COVID-19: <ul style="list-style-type: none"> <li>✓ Public Health England</li> <li>✓ Gov.co.uk</li> <li>✓ NHS</li> <li>✓ DfE</li> <li>✓ Department for Health and Social Care</li> </ul> </li> <li>• Staff can access FLICK COVID-19 training, especially First Aiders and Site staff.</li> <li>• Staff are made aware of the Trust response to COVID-19. They contact the Trust as soon as possible if they believe they have symptoms or have been exposed to anyone with COVID-19.</li> </ul>	<b>M</b>	<b>2</b>	Site/ Staff  Staff  Staff  HR	On-going	<b>Yes</b>
<b>Poor hygiene practice</b>	Staff	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the office reminding staff to wash their hands, e.g. before entering and leaving the building.</li> <li>• All staff to ensure that they wash hands on entry, wash hands regularly, clean work areas and clean kitchen after use.</li> <li>• Staff are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and Public Health England guidance.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper</li> </ul>	<b>M</b>	<b>3</b>	Site  Staff  Site	On-going	<b>Yes</b>

		<p>towels/hand dryers are supplied in all toilets and kitchen areas.</p> <ul style="list-style-type: none"> <li>• Staff cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Trust Facilities Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England.</li> </ul>			<p>Staff</p> <p>Trust Estates Manager/ Site</p>		
<b>Poor management of infectious diseases</b>	Staff	<ul style="list-style-type: none"> <li>• Everyone is instructed to monitor themselves and others and look out for similar symptoms if a staff member has been sent home with suspected COVID-19.</li> <li>• The Trust is consistent in its approach to the management of suspected and confirmed cases of COVID-19.</li> <li>• Staff inform the CEO when they plan to return to work after having COVID-19.</li> <li>• The Trust Facilities Manager monitors the cleaning standards of cleaning contractors and discusses any additional measures required with regards to managing the spread of COVID-19.</li> </ul>	<b>M</b>	<b>2</b>	<p>All</p> <p>Staff</p> <p>Staff</p> <p>Trust Facilities Manager</p>	On-going	<b>Yes</b>
<b>Emergencies</b>	Staff	<ul style="list-style-type: none"> <li>• All staff emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> </ul>	<b>L</b>	<b>2</b>	HR	On-going	<b>Yes</b>
<b>Lack of communication</b>	Staff Other	<ul style="list-style-type: none"> <li>• Trust to share this Risk Assessment with all staff.</li> <li>• Clear, consistent and regular communication to be provided to staff to improve understanding and consistency of ways of working.</li> <li>• Engaging with workers through existing communication routes and worker representatives to explain and agree any changes in working arrangements.</li> </ul>	<b>M</b>	<b>1</b>	<p>HR</p> <p>Staff</p>	On-going	<b>Yes</b>

		<ul style="list-style-type: none"><li>• Staff reports immediately to the CEO about any cases of suspected COVID-19, even if they are unsure.</li></ul>						
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