



COVID-19 OPENING OF MATRIX OFFICE

May 2021

Current Community Tier: Step 2 of National Lockdown easing

CEO: Dame Mo Brennan

Assessment conducted by: Gary Smart	Position: Trust Estates and Facilities Manager	In consultation with: Dame Mo Brennan; CEO Ritchie Doidge; Chief Finance Officer Matrix Office Staff	Date of Assessment: Tuesday 21 st April 2020	Date Revised: Friday 12 th June 2020 Monday 21 st July 2020 Friday 2 nd October 2020 Wednesday 14 th October 2020 Thursday 7 th January 2021 Tuesday 2 nd February 2021 Wednesday 3 rd March 2021 (walk-round/site visit) Friday 9 th April 2021 Monday 4th May 2021	Review Date: Weekly
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IMPACT/SEVERITY				
Very High (VH) Strong likelihood of fatality / serious injury occurring	High (H) Possibility of fatality/serious injury occurring	Medium (M) Possibility of significant injury or over 3-day absence occurring	Low (L) Possibility of minor injury only	
LIKELIHOOD				
5 (Almost certain) Will undoubtedly happen/recur, possibly frequently	4 (Likely) Will probably happen/recur, but it is not a persisting issue/circumstances	3 (Possible) Might happen or recur occasionally	2 (Unlikely) Do not expect it to happen, but it is possible it may do so	1 (Rare) 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							
Office Capacity – Social Distancing		<ul style="list-style-type: none"> From Monday 4th May, Matrix Office open to all staff. 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. Guidance issued to staff: <ul style="list-style-type: none"> Schools How To Self-Test Covid19 Self-Test Instructions Social Distancing –2m, or 1m with risk mitigation where 2m is not viable. 	M	3	Staff	On-going	Yes

		<ul style="list-style-type: none"> • Office refurbishment and reconfiguration during the summer to support social distancing. • Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Public Health Agency • Ensuring sufficient rest breaks for staff. • Staff to be reminded regularly of the importance of social distancing both in the workplace and outside of it. • Site Team staff to limit their access to Head Office whilst staff are present. Site Team to wear masks whilst on site. • Staff to limit their contact with Bloxwich Academy staff. • Screen dividers in place to support social distancing. • Central staff to limit their visits with other sites as much as possible. • Staff not to make food or drinks for any other staff. Only one member of staff in the kitchen area at one time. 					
Arriving at the office	Staff	<ul style="list-style-type: none"> • Entry protocol in place and shared with all staff. • Staff to wash hands using portable wash basins in lobby area. • Staff to wipe down their work areas including phones on entering and leaving the office. • Cloth face masks can be worn by staff and visors will be made available. 	L	3	Staff Staff	On-going	Yes

Visitors to the Matrix office	Staff Others	<ul style="list-style-type: none"> • All visitors to site including cleaners and caretakers must wear a mask in the Matrix building during office hours. • Any visitor entering the site must ensure they are not displaying any signs or symptoms of COVID-19 prior to entering the site. • Visitors are permitted on site but must follow COVID-19 safety measures: <ul style="list-style-type: none"> - Wash hands on entry. - The wearing of masks is voluntary for Matrix office staff. Visors are available for staff. - 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. - Visitor's use of kitchen facilities, a kettle and tea and coffee facilities will be provided for visitors using the conference room. - Visitors wishing to access water to use the kitchen as normal, but must wipe down any areas after use, using the products provided. • If visitors display COVID-19 symptoms within 14-days of being on site, they must inform their site contact. 	M	3	Site	On-going	Yes
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CLEANING and COMPLIANCE							
Stock control	Staff	<ul style="list-style-type: none"> Trust Facilities Manager /Head Caretaker of Bloxwich to ensure stock levels of: <ul style="list-style-type: none"> - Toilet rolls - Hand soap - Hand sanitiser - Bleach - Anti-bacterial wipes - Refuge bags 	L	2	Site	On-going	Yes
Cleaning while office open	Staff	<ul style="list-style-type: none"> Cleaning to be completed by cleaning contractors. Cleaners to wear face masks whilst on site during office hours. Touch points to be cleaned daily. Anti-bacterial wipes provided on each work station. Hand sanitiser provided on each work station. Bins to be left outside of the front entrance for site team to collect. Wipes will be available for staff members. 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. 	M	2	Staff	On-going	Yes
Statutory Tests and Inspections	Staff	<ul style="list-style-type: none"> Statutory inspections to continue but with social distancing in place always. With records maintained and checked by Trust Facilities Manager. In-house inspections should continue to ensure the office remains as safe as possible. 	M	1	Site	On-going	Yes

Contractors on site	Staff Contractors	<ul style="list-style-type: none"> • Where contractors are coming into the Matrix Office they must have up-to-date Risk Assessments and Method Statements. • Contractors to wear face masks whilst on site during office hours. • Control measures regarding COVID-19 must be included within their Risk Assessments and Method Statements. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. • They must ensure no workers are displaying any signs or symptoms of COVID-19 prior to entering the site. • Matrix will screen contractor's in-line with site specific COVID-19 protocols. Symptomatic contractors will not be allowed into the building. 	M	2	Trust Facilities Manager/ Site	On-going	Yes
VENTILATION							
Ventilation on site	Staff Visitors	<ul style="list-style-type: none"> • Mechanical ventilation systems • 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>) • Natural ventilation 	L	2	Site Team	Updated and review March 21	YES
			L	2	Site Team Staff		

		<ul style="list-style-type: none"> - 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>). - 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. - Opening internal doors can also assist with creating a throughput of air. • 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>) 					
PPE							
PPE	Staff	<ul style="list-style-type: none"> • PPE to be available for First Aiders. <ul style="list-style-type: none"> - Masks - Gloves - Aprons - Thermometer <p>Head Caretaker to ensure all items in stock and checked daily.</p>	M	2	Site Trust Facilities Manager	On-going	Yes
Signs of Covid-19	Staff Others	<ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature in 	M	3	Staff	On-going	Yes

		<p>the workplace they will be sent home and advised to follow the stay at home guidance.</p> <ul style="list-style-type: none"> Line managers will maintain regular contact with staff members during this time. If there is more than one case of COVID-19 associated with the workplace, the local PHE health protection team will be contacted to report the suspected outbreak. 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. 					
Spread of infection	Staff	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Staff do not return to office before the minimum recommended self-isolation period in line with Public Health England. <p>Track and Trace</p> <ul style="list-style-type: none"> 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. 	M	3	Site	On-going	Yes

STAFF SUPPORT								
Staff being Well-	Staff	<ul style="list-style-type: none"> 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. Requests to counsellor@matrixacademytrust.co.uk Requests are expected to be answered within 48 hours Monday to Thursday. The counselling service would remain confidential at all times (unless life or death situation). Staff to have regular communication with line managers and colleagues via phone, email, face-to-face. Fortnightly bulletin promotes well-being by sharing good practice and providing contact numbers of support agencies. 	M	3	HR Staff	On-going	Yes	
BAME Black, Asian and Minority Ethnic	Staff	<ul style="list-style-type: none"> 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). Staff Home testing: Staff will be provided with x2 home testing kits per week. Please note testing is voluntary but highly recommended. Redeployment: BAME staff may be considered for redeployment to lower risk work areas or home working. Other infection prevention and control measures: Social distancing in all work areas including offices, staff rooms and 	M	3	Trust	On-going	Yes	
			M	3	HR			
			M	3	Staff			
			M	3	HR			

		kitchen areas and hand washing should be undertaken as described in national guidance and should be strictly maintained.	M	3	Staff		
Pregnant staff		<ul style="list-style-type: none"> Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees. A risk assessment will be carried out for pregnant staff. Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). Pregnant women are considered clinically vulnerable, and in some cases, will be identified as CEV. The Covid-19 advice for 	M	2	Head HR	Updated March 21	YES

		<p>pregnant employees differentiates between gestation periods. One set of recommendations 'apply for women less than 28 weeks pregnant with no underlying health conditions' and the other applies to 'pregnant women who are 28 weeks pregnant and beyond <u>or</u> with underlying health conditions'. The second set of recommendations can apply to all pregnant women regardless of gestation where they have an underlying health condition. The two sets of recommendations are different and should be fully considered. This guidance supports both employers and pregnant women with the risks associated with coronavirus at work, following the Government's decision to place pregnant women in a high-risk category.</p>					
Clinically extremely vulnerable staff (CEV)	Staff	<ul style="list-style-type: none"> The Department of Health and Social Care has added a third category to the definition of clinically extremely vulnerable (CEV). The definition has been expanded to include a new group of adults who have been identified through the COVID-19 population risk assessment as potentially being at high risk of serious illness if they catch the virus. Individuals identified as CEV through this risk assessment are advised to follow guidance for clinically 	M	2	Head HR	Updated March 21	YES

		extremely vulnerable people , which has now been extended until 31 st March. Anyone newly identified as part of this group will be notified.					
HEALTH & SAFETY							
Awareness of policies / procedures /	Staff	<ul style="list-style-type: none"> All staff are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ✓ Health and Safety Policy ✓ Posters around site ✓ COVID-19 Matrix Office Risk Assessment All staff, returning to work must ensure they are aware of the current guidelines regarding safe distancing and washing hands on a regular basis. All staff can access the following information on-line for up to date information on COVID-19: <ul style="list-style-type: none"> ✓ Public Health England ✓ Gov.co.uk ✓ NHS ✓ DfE ✓ Department for Health and Social Care Staff can access FLICK COVID-19 training, especially First Aiders and Site staff. 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. 	M	2	Site/ Staff Staff	On-going	Yes
					Staff HR		

Poor hygiene practice	Staff	<ul style="list-style-type: none"> • Posters are displayed throughout the office reminding staff to wash their hands, e.g. before entering and leaving the building. • All staff to ensure that they wash hands on entry, wash hands regularly, clean work areas and clean kitchen after use. • 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. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Staff cutlery and cups are thoroughly cleaned before and after use. • 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. 	M	3	Site Staff Site Staff Trust Estates Manager/ Site	On-going	Yes
Poor management of infectious diseases	Staff	<ul style="list-style-type: none"> • 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. • The Trust is consistent in its approach to the management of suspected and confirmed cases of COVID-19. • Staff inform the CEO when they plan to return to work after having COVID-19. 	M	2	All Staff Staff	On-going	Yes

		<ul style="list-style-type: none"> 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. 			Trust Facilities Manager		
Emergencies	Staff	<ul style="list-style-type: none"> All staff emergency contact details are up-to-date, including alternative emergency contact details, where required. 	L	2	HR	On-going	Yes
Lack of communication	Staff Other	<ul style="list-style-type: none"> Trust to share this Risk Assessment with all staff. Clear, consistent and regular communication to be provided to staff to improve understanding and consistency of ways of working. Engaging with workers through existing communication routes and worker representatives to explain and agree any changes in working arrangements. Staff reports immediately to the CEO about any cases of suspected COVID-19, even if they are unsure. 	M	1	HR Staff	On-going	Yes