

LVS Oxford COVID19 Risk Assessment and Action Plan

Prepared by: Paul Passey, MRICS – Estates & Projects Director for the Licensed Trade Charity

Date: 29.10.2020

Site address: LVS Oxford, Spring Hill Rd, Begbroke OX5 1RX

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Purpose of this document:

This COVID19: Risk Assessment sets out the decisions taken and measures put in place to prepare for the re-opening of the LVS Oxford in September 2020 and ensure the site continues to operate in a safe way. The school and central services will fully open and resume activity from the beginning of the Autumn term 2020.

The decisions contained in this document were undertaken during a walk around and risk assessment of the site on the 22nd July 2020, followed by discussions with the Estates Manager on the 28th August 2020.

Due to an increase in COVID19 cases in the Oxfordshire area, this document has been reviewed and revised on the 29th October 2020, following discussions with the Head of Centre and the Estates Manager of LVS Oxford.

This Risk Assessment captures the areas of the site which are shared by charity staff, visitors, teaching staff, support staff and students. It is, however, limited to the non-teaching areas of the site. These areas include: offices for non-school staff, receptions, circulation areas, toilets/ shower estates/IT workshop, dining hall, staff room.

The Risk Assessment should be read in conjunction with the Risk Assessments produced by other departments. These departments include:

- School risk assessments capturing activities undertaken in all teaching and school administrative areas. This will include: classrooms, offices, sports facilities/areas, learning resources areas, and health and welfare centre, etc.
- Sodexo risk assessments for catering, cleaning and transport.

Source documents:

- Working safely during COVID-19 in offices and contact centres
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings.

Signature:

Name: Paul Passey - Estates & Projects Director for the Licensed Trade Charity.

Signature:

A handwritten signature in black ink, appearing to be 'Paul Passey', written in a cursive style.

Date: 29/10/2020

1.0 Risk Assessment:

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Estates Manager is unavailable	M	There has been continued estates presence on site during the summer ensuring that all H&S checks of the site have regularly carried out. The Estates Manager has a deputy should he fall ill or become unavailable.	28/05/2020	L
		Site has been closed for prolonged period		Carry out a formal / recorded full pre-opening premises inspection with the School.	28/08/2020	
		Food remains in the freezer		The onsite Estates Manager has kept all the systems in operation during the lockdown period. Water testing has been regularly carried out. All other statutory inspections and maintenance regimes have been continued as normal. Additional legionella testing prior to re-opening has been arranged.	On-going	
				All old food has been disposed of and new food has been ordered by the catering contractor.	28/08/2020	

	Office and staffroom spaces re-designed to allow staff to work safely.	Office and staffroom does not allow for adequate space between staff members, no windows for ventilation. Lack of social distancing resulting in direct transmission of the virus	M/H	<p>Sufficient space between desks in offices, and desk configured forward facing.</p> <p>Many of the offices are single occupancy.</p> <p>Reduced seating in staff room. Seats are approximately 2m apart and forward facing. Doorguard on door so that it is kept open to mitigate touch point. Wipes for coffee machine and printer. Hand washing facilities available.</p> <p>School policy to make the wearing of face masks mandatory in all circulation areas, stairwells, corridors, and moving around in staff room and dining hall. This applies to all people on site – staff, students, visitors, contractors.</p>	29/10/2020	L/M
	Toilets and staff showers	Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus	M	<p>Enhanced cleaning regime will be implemented for all toilets, shower rooms and changing facilities. Please refer to Sodexo's risk assessment for more information.</p> <p>Staff changing rooms. No personal items left in changing rooms.</p> <p>Toilets will continue to have adequate hand washing and drying facilities. Paper towels will be available.</p>	28/08/2020	L
	Reception	Social distancing unlikely to be maintained. Risk of infection.	M/H	<p>Visitor management area is 2m away from receptionist.</p> <p>All reading material removed.</p>	29/10/2020	L/M

				<p>PPE station including hand sanitisers, gloves and face masks.</p> <p>School policy to make the wearing of face masks mandatory in all circulation areas, stairwells, corridors, and moving around in staff room and dining hall. This applies to all people on site – staff, students, visitors, contractors.</p>		
	<p>Dining hall re/arranged to allow as much space between individuals as practical, the occupancy has been determined.</p>	<p>Social distancing unlikely to be maintained. Lack of social distancing resulting in direct transmission of the virus</p>	M/H	<p>Dining tables forward facing.</p> <p>One-way system will be implemented for serveries.</p> <p>2m spacing for queuing of students and catering staff behind serveries.</p> <p>Extra screens installed to servery counters. All food is covered.</p> <p>Catering will be conducted in three sittings to limit occupancy.</p> <p>School policy to make the wearing of face masks mandatory in all circulation areas, stairwells, corridors, and moving around in staff room and dining hall. This applies to all people on site – staff, students, visitors, contractors.</p> <p>FOR MORE INFORMATION REGARDING HOW CATERING WILL BE SERVED, PLEASE REFER TO THE SODEXO RISK ASSESSMENT.</p>	29/10/2020	L/M
	<p>Entry and exit routes to the school are in place, any physical</p>		M/H		29/10/2020	M/L



	<p>changes and/or signage required to allow social distancing are in place.</p>	<p>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained. Risk of infection.</p>		<p>There are now split entrances for access into building. Chapel entrance will receive half of the students. The other half will register at the Churchill building</p> <p>Two separate car parks drop off areas for both entrances. One next to Churchill building, one next to Chapel entrance. The drop off and pick up process will be managed by staff to ensuring social distancing is maintained.</p> <p>Drivers will remain in cars. Sufficient distance will be maintained between parked vehicles</p> <p>Staff will park in the north car park as usual.</p> <p>Sign in process is now electronic for staff and students. No requirement for everyone to go to the reception to sign in.</p> <p>Some internal doors will be kept open using hold back devices to reduce touch points.</p> <p>Appropriate signage/ barriers will be used where necessary. Signage includes: wash hands, instruction on coughing, keeping 2m separation in corridors</p> <p>School policy to make the wearing of face masks mandatory in all circulation areas, stairwells, corridors, and moving around in staff room and dining hall. This applies to all people on site – staff, students, visitors, contractors.</p> <p>More details of the management arrangement contained in the schools risk assessments.</p>		
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	General circulation areas, stairwells, corridors and lifts.	Lack of social distancing resulting in direct transmission of the virus	H/M	<p>One-way system for the first classrooms. South Blenheim staircase is up and central Blenheim down. This is to reduce cross over in corridors.</p> <p>Lift. The occupancy will be limited to one person at a time. Regular cleaning of touch points within lifts.</p> <p>Regular cleaning of touch points in circulation areas and corridors. These include: work surfaces, counters, chairs, tables, door furniture.</p> <p>Adequate signage to provide information on washing hands regularly, keeping your distance, and staying home if you have symptoms.</p> <p>School policy to make the wearing of face masks mandatory in all circulation areas, stairwells, corridors, and moving around in staff room and dining hall. This applies to all people on site – staff, students, visitors, contractors.</p>	29/10/2020	M/L
	Consideration given to the arrangements for any deliveries.	Site over congested. Risk of infection.	M	Where possible deliveries to occur prior and after school starts and drop offs to be notified to the Estates Manager for effective oversight.	28/08/2020	L
	Transport	Risk of infection due to shared use of minibuses and pool cars, etc.	M	<p>The two minibuses will only be used by the two estates staff. One assigned to each so no shared use. There will not be any school trips.</p> <p>PPE equipment, including wipes, gloves and masks will be left in each pool car for personal</p>	28/08/2020	L

				use. Staff have been advised to wipe down the touch points after use.		
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p>	<p>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</p> <p>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</p>	M	<p>No proposed changes to the fire evacuation protocol. The muster point will remain the same.</p> <p>A Fire drill will happen at the start of term</p> <p>Separate risk assessment by school to cover PEEP</p>	28/08/2020	L
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<p>Risk of infection due to inadequate cleaning regime, particularly toilets where there will be many contact points.</p> <p>Inadequate levels of staff to cope with enhanced cleaning regime. Insufficient time available to clean.</p>	M	<p>Enhanced cleaning schedule implemented, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. This regime will only apply to those part of the site in use.</p> <p>Hand towels and handwash are to be checked and replaced as needed by (Housekeeping Team)</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Cleaning managed via an external contractor, Sodexo. Additional resource can be obtained if required.</p>	28/08/2020	L

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors/staff to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p>	M	<p>Hand sanitiser available in multiple locations. Staff and student asked to regularly hand sanitise.</p> <p>Open bins in classrooms to avoid contact.</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p>	28/08/2020	L
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p>Poor disposal of waste products and tissues. Potential contamination and risk of infection</p>	M	<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Bins left outside the main entrance so that the waste collectors do not need to enter site.</p> <p>FOR MORE INFORMATION OF CLEANING REGIMES, PLEASE REFER TO THE SODEXO RISK ASSESSMENT</p>	28/08/2020	L
Classrooms	<p>The number of staff and CYP that can use each room at any</p>	<p>Social distancing unlikely to be maintained. Lack of social</p>	M	<p>The classrooms have been selected and set up in a way to ensure that ensure that there is some</p>	28/08/2020	L

	one time has been determined according to the physical capacity of the school site.	distancing resulting in direct transmission of the virus		degree of social distance. Each student has their own desk and they will all be facing forward. The teacher's desk in each classroom are approximately 2m apart from the student desks.		
	Classrooms have been re/arranged to allow as much space between individuals as practical.	Social distancing unlikely to be maintained. Lack of social distancing resulting in direct transmission of the virus	M	Each classroom configured with small tables or exam tables, and chairs. This will enhance circulation and maintain social distancing. Teachers and students will be advised not to move the furniture.	28/08/20	L
	Classroom entry and exit routes have been determined and appropriate signage in place.	Social distancing unlikely to be maintained. Lack of social distancing resulting in direct transmission of the virus	M	Posters and signage to be displayed around the school.	28/08/20	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	Inappropriate sized equipment. Soft toys, cushions and beanbags in classroom not easily washable. No COVID19 information posters currently in place. Limited reminders/ awareness for children.	M	The spaces identified are currently empty of soft furnishings and none will be brought into these spaces. Excess furniture relocated elsewhere to improve circulation within the classrooms. Posters and signage up around the school. Tissues, wipes and hand cleaning facilities in each classrooms.	28/08/20	L

	Resources which are not easily washable or wipeable have been removed. Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.					
Contractor management	Tighter control over visiting contractors and visitors during Phase 1 re-opening	Risk of infection Risk that social distancing won't be maintained.	M	Estates COVID19 procedure is being implemented. Contractors to produce risk assessments. Contractor movement on site is on a supervised basis only. Where appropriate, as outlined in the contractors risk assessment, PPE will be expected to be worn. Contractors only visiting outside of school hours.	28/08/20	L
Estates Management	Activities undertaken by estates staff are currently governed by existing risk assessments and safe systems of work	Risk of infection Risk that social distancing won't be maintained.	M	Additional control measures being implemented: <ul style="list-style-type: none"> • Encouraged to wear PPE when undertaking tasks involving collaboration with another member of the team. • Work patterns and break times staggered. 	28/08/2020	L

				<ul style="list-style-type: none"> Members of the team undertaking different tasks and using different materials. Communication and checking-in by radio encouraged. Encouraged to maintain social distancing of 2m at all times Grounds function and workshop kept separate. 		
PPE	<p>PPE requirements understood and appropriate supplies in place.</p> <p>Long term approach to obtaining adequate PPE supplies in place.</p>	Risk of infection without appropriate PPE	M	<p>PPE and hand sanitizers stations established in key locations on site, including one for each bubble and one in the main reception for staff use.</p>	28/08/2020	L
			M	<p>All staff and students advised to regularly hand sanitize.</p> <p>Wipes will be provided in each bubble.</p> <p>Existing stock levels are currently adequate</p>		

