

IMPORTANT – please read this information before completing this risk assessment.

This risk assessment should be undertaken by building / premises staff.

This is a generic risk assessment and MUST be adapted to reflect the significant hazards and control measures present in your site to allow the safe return of staff and visitors to your site. This is a live document and it must be continuously reviewed alongside the latest COVID-19 government guidance. It must also be read alongside existing risk assessments and health and safety arrangements for your site.

The control measures listed are prompts and will not necessarily reflect those in all establishments and you MUST adapt it by adding (or removing) and outlining in detail the control measures as appropriate to your establishment.

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.



	Establishment/Department: The Deaf Academy - Weston Building, Academy building and Residential building	Establishment Risk Assessment		RAA101
Address : 1 Douglas Avenue, Exmouth, EX8 2AU		Version Control 31/08/20 Version 3	SA	
Person(s)/Group at Risk Staff, Visitors, students, volunteers, and Contractors	Date assessment completed: 31 st August 2020 This document is to remain under constant review due to the fast-changing nature of Government guidance in response to the challenges posed by COVID-19. Assessor(s): Sophie Allen			
<p>Current HR advice is that the focus now is on ensuring our students are given the full educational experience that we offer but if a member of staff needs to work from home, HR and Line Management permission is required with presentation of a case as to why it is required.</p> <p>Corporate Buildings Increased Occupancy risk assessment – based on the principles and guidance contained within the Gov.uk Guidance for people who work in or run offices, contact centres and similar indoor environments.</p> <p>Note: This risk assessment only concerns buildings which are under the ownership and/or control of The Deaf Academy.</p> <p>General guidance on completing risk assessments is available in arrangements note HS47 with supplementary guidance for COVID-19 risk assessments available in the COVID-19 risk assessment guidance for working safely on return to work.</p> <p>Updates:</p>				
<p>General Statement:</p> <p>This risk assessment is generic, and each team/service is responsible for reviewing and amending to ensure it is applicable to their work. It uses the hierarchy of control as described in the Arrangements, where prevent is the first consideration. The Deaf Academy’s position is still that employees will work from home wherever possible to reduce exposure and spread of COVID-19. This risk assessment is for mitigating the risks, when returning to the usual workplace being necessary to deliver services or for</p>				

those who cannot work from home. and is based on Government guidance: [Guidance for employers](#) and [Guidance for Businesses](#).

Significant Hazard Section	Control measures in place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>
<p>Management Training, supervision, monitoring, consultation mental health, wellbeing</p>	<ul style="list-style-type: none"> • Building managers must be assured that a RAA102 Safe Practice by Deaf Academy Teams in the Workplace has been carried out by the team managers before allowing an increased level of staff to return. • Building managers are conversant with the Arrangements document HS100 COVID-19 risk assessment guidance for working safely on return to work. • Building managers must refer to the PPE Guidance, https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe for PPE requirements and waste disposal. • Managers to carry out regular monitoring of the premises to ensure this risk assessment is being adhered to. • Building protocols for fire, first aid arrangements etc. are followed / agreed with the team managers/facilities staff and contained in briefings to staff. • All staff have been briefed in protocols for moving around the building.
Statutory and routine maintenance checks	
<p>Delay in equipment statutory testing</p>	<ul style="list-style-type: none"> • Prior to the use of any building, it should be ensured that all statutory maintenance checks have been carried out. If buildings are reopening or additional areas are reopening, the person responsible for ensuring these checks are up to date is Sophie Allen and the Estates and Facilities Officer • If equipment is not within statutory test periods (e.g. lifts or kitchen equipment etc.) then it should be taken out of use until the inspection and test can be completed.

Legionella	<ul style="list-style-type: none"> • The water hygiene management plan has been reviewed by Sophie Allen • Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening.
Asbestos	<ul style="list-style-type: none"> • Asbestos Management Plan has been checked by Sophie Allen and the specified controls detailed remain current. • Communication arrangements are in place to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors)
Fire Alarms/Emergency Lighting/Extinguishers	<ul style="list-style-type: none"> • The fire alarm system, including any battery back-up, is serviced by a contractor in accordance with manufacturer's instructions – commissioned by AWL June 2020 • Weekly testing of call points by activating a different break glass point each time and monthly testing of emergency lighting is undertaken by the Estates and Facilities Officers. The findings are recorded in the Fire Log Book which is located in the Estates and Facilities Officers office. To enable social distancing and reducing people interaction, this could be done when occupation levels are at their lowest. • Fire extinguishers remain in date and have been checked by Argos Fire and findings recorded on the Academy one drive
Fire Doors	<p>Internal fire doors</p> <ul style="list-style-type: none"> • Fire door closer mechanisms and smoke seals have been checked by the Estates and Facilities Team. If faulty or leaking oil, they are replaced as soon as possible • If doors do not close correctly, they are repaired as soon as possible • Any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures • Expanding intumescent strips in fire doors are maintained in good condition and are routinely checked by the Estates and Facilities team. <p>External fire doors</p> <ul style="list-style-type: none"> • External fire doors have checked by the Estates and Facilities Team to ensure that they open correctly. • Fire doors are not locked or chained during opening times

<p>Gas</p>	<ul style="list-style-type: none"> • All gas appliances have been tested within the last 12 months by a Gas Safe Registered engineer - commissioned March 2020 • Gas appliances are regularly maintained as per manufacturer's or installer's recommendations, these include hobs • Gas detection and emergency cut off systems remain in place and working order
<p>Electricity</p>	<ul style="list-style-type: none"> • Fixed electrical installation inspection has been undertaken within the last 5 years • All portable electrical apparatus is checked periodically by a competent person - IT Electrical • All electrical equipment is visually checked before every use • Electrical equipment that is used by more than one person needs to be wiped down after use
<p>Lifts/hoists</p>	<ul style="list-style-type: none"> • If equipment is not within statutory test periods then it should be taken out of use until the inspection and test can be completed. To maintain social distancing, only one person should use a lift at any one time.
<p>Trees</p>	<ul style="list-style-type: none"> • An in-house inspection is carried out annually by the Estates and Facilities Team • Scheduled expert tree surveys are carried out annually by Bill Crumby Tree Surgeons
<p>Fire Risk Assessment</p>	
<p>Fire Risk Assessment not applicable to current situation</p>	<p>The fire risk assessment must be reviewed to consider changes due to the current situation.</p> <ul style="list-style-type: none"> • The fire risk assessment has been reviewed by Sophie Allen taking into consideration any changes made to the layout, and the impact this may have on fire evacuation and escape routes. This review includes amendments to (where required): <ul style="list-style-type: none"> • Nominated fire wardens duties to “sweep” the building to ensure that it is empty

	<ul style="list-style-type: none"> • fire evacuation routes and assembly points to ensure that social distancing guidelines are being met. • Provisions made for individuals with mobility difficulties (PEEPS) • Alterations to the site plan and evacuation procedures. • Practice evacuations should be avoided unless necessary. This should be replaced by other forms of training and information to staff.
Inadequate social distancing measures leading to spread of the virus	
Large numbers of staff returning to our buildings	<ul style="list-style-type: none"> • Staff can continue to work from home but only where they can as the Academy's priority now is offering a full educational experience to our students which means working at the campus • Regular messaging to repeat Government advice
Insufficient car parking/Vehicle access	<ul style="list-style-type: none"> • There is sufficient car parking spaces for all staff • Emergency vehicle access has been maintained • The allocation of parking is managed by the Estates and Facilities Team • Deliveries to the building are kept to a minimum but only where this is possible • Staff to sanitise hands after opening deliveries and to wipe down items with wipes if they feel necessary
Gatherings of people during access, egress and while inside the building	<ul style="list-style-type: none"> • There is controlled access and egress to/from the building to prevent excessive numbers of people being present at any one time with plans for a visitor monitoring system, allowing for social distancing and a track and trace facility and other great H & S features • Residential care teams to limit visitors to the residential building and to encourage residential students to use a separate entrance and exit based on where their flat is. Current building design allows for this • The reception area has currently been assessed as having a maximum capacity of 6. Sanitisation stations are available and visitors will be told to sanitise upon arrival and before signing in using the tablets provided. • Cleaning team will reactively clean the reception area and its toilets throughout the day • Face masks will be freely available for visitors. • Admin team will regularly sanitise the signing in tablets

	<ul style="list-style-type: none"> • Staggering start and finish times has been considered and the following arrangements are in place with some Team Managers • Reception will become an entrance only for staff • Signage provided at entrances detailing controls and COVID awareness, hand hygiene, limitations on lift and other small room capacity - small rooms will have maximum capacity signage • Procedures in place for the provision of handwashing facilities for use when persons enter/leave the building and at regular intervals while in the building, or where this is not possible, the use of hand sanitisers. Sanitisation stations are located by all entrance doors throughout the whole site and in populated areas. Also toilets are close by to all parts of the building with hand washing facilities and sinks in the academy. Residential has communal washing facilities as well as individual flat facilities. • Tissues and bins are provided around the building. • Monitoring inspections of all areas are undertaken by staff to ensure that they remain compliant with the controls • Visitors to the building are kept to a minimum and by pre-arrangement only unless an emergency • All visitors are managed while on site by the person they have arranged to meet • Contractors and visitors are fully informed of the systems in place as they enter the building by the person greeting them. • Contractors and visitors are required to wear Face masks. These are provided at reception
<p>Spread of virus due to increased numbers of people within the building.</p>	<p>Workplaces and workstations</p> <ul style="list-style-type: none"> • Manage occupancy levels to prevent overcrowding in rooms to enable social distancing where possible. • Consider the maximum occupancy for the building - this is not an issue for our staff and students due to the amount of students we have and large rooms and corridors. 4-6 per classroom compared to mainstream where the average class has 30 students • The designated capacity and layout of each room is managed by the Estates and Facilities Team in conjunction with the room users • Review layouts and processes to allow people to work further apart from each other. • Desks to be spaced with seating 1m apart from next person • Where not possible to be 1m apart, remove or tape up some desks and chairs to put out of use • Using floor tape or paint to mark areas to help workers keep to a 1m distance.

	<ul style="list-style-type: none"> • Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away (back to back) from each other rather than face-to-face. • Only where it is not possible to move workstations further apart, using screens to separate people from each other. • Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning and sanitising workstations between different occupants including shared equipment. • Reduce movement around the building using clear communication <p>Common Areas</p> <ul style="list-style-type: none"> • Avoiding unnecessary gatherings. • Signage on smaller rooms / areas to restrict numbers • Communal kitchens - Where possible reduce the use of communal / shared facilities such as tea and coffee facilities and encourage staff to bring their own food and utensils. Cleaning and Sanitisation materials are in these areas for staff to clean each time they use it. • Meeting rooms – 1m spacing to be in place for all face to face meetings.. Only absolutely necessary participants should attend meetings and should maintain 1m separation throughout. Avoiding transmission during meetings, for example avoiding sharing pens and other objects. Providing hand sanitiser in meeting rooms. For areas where regular meetings take place, using floor signage to help people maintain social distancing. Cleaning team will reactively clean these areas throughout the day • Toilets - Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. Signage in regards to maximum capacity on doors and closing of cubicles to ensure areas do not get too full • Changing rooms and showers – where shower and changing facilities are required, clear usage and cleaning guidance must be in place for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved. <p>Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day.</p> <ul style="list-style-type: none"> • Store rooms – kept locked at all times. If access is required, this is overseen by the Estates and Facilities Team

Insufficient signage	<ul style="list-style-type: none"> • Signage is displayed around the building which clearly details the reduced maximum capacity of rooms/lifts, reminders to keep distance, general COVID-19 info signage and sanitisation stations are signed up too. • This signage will be posted and checked by the Estates and Facilities Team <p>Areas for signage:</p> <ul style="list-style-type: none"> • Toilets/showers/changing/locker rooms - Details of system in place for controlling use of toilets including maximum number of people at any one time and cleaning measure • Corridors – Floor decals to remind to keep distance. Corridors are wide enough to not need a one way system • Stairs and Stairwells - Encourage use of stairs rather than lifts. • Lifts – Make sure that people with disabilities are able to access lifts. Maximum occupancy clearly shown on outside of lift. Provision of hand sanitiser in lift. Lift is cleaned daily by cleaning team
General	
First Aid procedures – Reduced numbers of first aiders	<ul style="list-style-type: none"> • Review First Aid risk assessment. 2 members of the Estates and Facilities team always on site are first aid trained plus other Academy staff.
Using and monitoring new practices to reduce risk of COVID-19 transmission	<ul style="list-style-type: none"> • Awareness for all staff via briefing prior to returning to the building. Ensure there are opportunities for all employees to raise concerns / make suggestions. These concerns/suggestions should be sent to their line manager
Poor ventilation increasing risk of spread	<ul style="list-style-type: none"> • Open windows and prop doors open, where safe to do so (bearing in mind fire safety and security). Where mechanical ventilation is present, recirculatory systems have been adjusted to full fresh air
Poor management of waste	<ul style="list-style-type: none"> • Ensure bins for tissues are emptied daily • Follow guidance on disposal of waste (such as used fluid resistant masks) – currently tied up in black bin bags and placed in general waste bins outside
Cleaning and reducing contamination	

Contaminated surfaces spreading virus.	<ul style="list-style-type: none"> • Remove unnecessary items from rooms where there is space to store it elsewhere. • Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements. Cleaning team are focusing on high contact areas as part of their daily routine. • Clearing workspaces and removing waste and belongings from the work area at the end of a shift • Follow government cleaning guidance if someone becomes ill with suspected COVID-19 at the premises cleaning
Using equipment - multiple use	<ul style="list-style-type: none"> • Awareness of high-touch items and equipment, for example, printers or whiteboards – ensure sanitisation wipes are available for continual cleaning by end users after each use. • Where multiple use of equipment cannot be avoided, equipment again must be appropriately cleaned before and after use. Wipes will be provided for users to do this
Shared resources and equipment increasing spread	<ul style="list-style-type: none"> • Prevent the sharing of stationery and other equipment where possible • Suitable procedures in place for managing access to items of 'heavy use' such a photocopiers to reduce social distancing. Users to sanitise shared equipment using wipes provided each time they use it • Wherever possible, information is sent electronically rather than by paper copies
Cleaning staff and hygiene contractors capacity - providing additional requirements	<ul style="list-style-type: none"> • The cleaning products being used are suitable and that adequate supplies of cleaning materials are available. • Two temporary reactive cleaners employed as extra members of the cleaning team to reactively clean high traffic/populated areas throughout the day eg. Toilets, meeting rooms and reception. Permanent cleaning team will then clean all areas at the end of the working day. • Virucide wipes in all offices and for multiple use items • Virucidal soap is now in all soap dispenser
Sufficient handwashing facilities for staff and visitors	<ul style="list-style-type: none"> • Where a sink is not nearby, provide near access to hand sanitiser. • Encourage regular access to facilities throughout the day. • Provide additional sinks where possible • Report any lack of soap / paper towels to estates@thedeafacademy.ac.uk

Sufficient supplies of soap and cleaning products	<ul style="list-style-type: none"> • Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RAA05) and implement additional controls required where there has been any change in products.
Staff related issues	
Accessing testing arrangements are clear for all staff	<ul style="list-style-type: none"> • Access to testing is already available to all essential workers see public health for details
High risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<ul style="list-style-type: none"> • Refer to HR flow chart
Use of PPE Lack of understanding	<ul style="list-style-type: none"> • Refer to guidance created by J Heaver specifically for Deaf Academy staff • Follow government advice. Face Masks to be worn by staff if they choose to but these need to be 'deaf friendly' when working with those who are hearing impaired. These have been provided to all applicable staff • Follow general guidance on putting on and taking off standard PPE and above guidance on use in education settings.
Dealing with suspected and confirmed cases / cases	<ul style="list-style-type: none"> • Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a premises cleaning • Ensure accurate records of staff and visitors are maintained to enable public health contact tracking and trace regimes.

Assessor's Recommendations - Additional Control Measures or Actions

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

Signed: Manager:

Date

The outcome of this assessment should be shared with the relevant staff
 A copy of the completed assessment to be kept on file