

LCOVID19: Re-opening Risk Assessment and Action Plan

SETTING NAME: International House, 6 South Street

OWNER: Nikki Packham

DATE: 24th July 2020

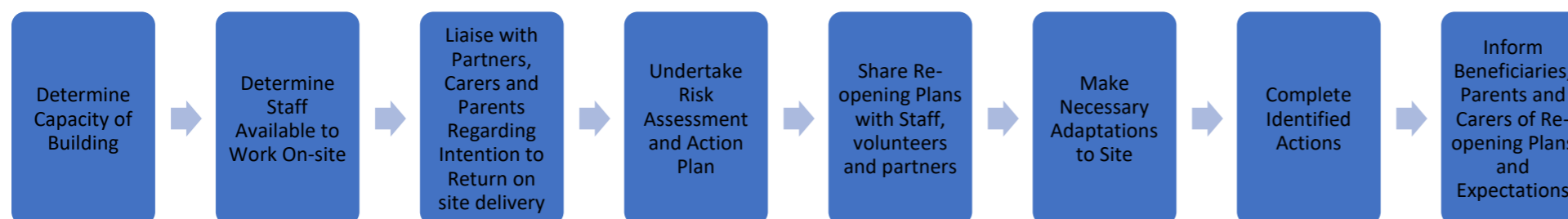
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of ICM’s operations at South Street and ensure the premises continue to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Safeguarding Policy for Children and Young People
- Safeguarding Policy for Vulnerable Adults

Steps of Re-opening Preparation:



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*The below table includes examples in grey, these are not exhaustive.

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Target Date	Person Responsible	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 • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Site Manager is unavailable	M	Source alternative suitably trained person / produce a daily, weekly, monthly checklist for a stand in as required.	22/07/2020	BM/JB/JR	L
		Checks not undertaken in time for reopening	M	Lock and unlock site and undertake daily checks Ensure all areas of South Street premises are brought into safe use before re-opening e.g. site security, fire safety, legionella reviews in line with normal checks undertaken after lengthy breaks	28/08/2020	BM/JB/JR	L
	Office spaces re-designed to allow office-based staff to work safely.	Offices do not allow for adequate space between staff members, minimal ventilation.	H	Desks to be re-arranged so all 2m apart and where possible chairs either back to back or side on (not face to face) No shared stationery to be available.	28/08/2020	BM/JB	L
		Lack of hazard warnings	H	Windows in offices and where possible doors to be kept open for ventilation. Floor stickers used to mark 2m distancing required Signage on entrance to offices and studios to show maximum occupancy in each room to maintain social distancing	28/08/2020	BM/JB/JR	L

				Investigate options for ventilation for Studio 3	28/8/20	BM/JB	L
Entry and exit routes to the building are in place, any physical changes and/or signage required to allow social distancing are in place.	Managing flow of people at busy times. Social distancing unlikely to be maintained. Ensuring people stick to one-way system through ground floor	M		Entry to all of South Street studios via IO office front door with clear signage.	11/9/20	BM/JB	L
		M		One-way system in place through ground floor building with exit through Punch 1 and out of the alleyway. Fire door into alleyway to be kept open. IO office door into Punch 2 to remain open. Door from Punch 2 through to fire door to be kept on latch 2-metre markers are present on floors. Signage in place. Covid-19 Marshals appointed and trained to ensure premises are Covid secure and guidelines maintained	4/9/20	NP	L
Reception Desk set up in IO office to manage flow of people, provide information on H&S, support safeguarding measures Signing in to ensure we record everyone's details	Staffing reception desk inadequate Capturing contact details while reducing risk of transmission	H		Queuing system for people signing in. Warnings outside re Safe distancing (2m) Staggering staff work days. Asking all visitors to book in advance to minimise chances of long queues at reception. Lines marked on floor for visitors to stand behind Sanitation station at entrance before signing in. Perspex screen installed	11/9/20	BM/JB	L
		M		De-sanitising of sign-in sheet and pen after each use. Digital version (mounted ipad on reception desk) to be developed asap All visitors to be asked to wear face coverings when at South Street. We will provide if they have none. Staff to be aware of exemptions to face covering requirements.	01/09/20	JB/IP	L

				All visitors to have their temperature taken on arrival using handheld thermometer			
	Consideration given to the arrangements for any deliveries.	Deliveries for different organisation / people	M	<p>Delivery person to queue as per staff / visitors.</p> <p>Bulky items (such as cleaning supplies) Reception to call the addressee (if on site) to collect them asap. Otherwise, call another member of staff to take items to specified place on office landing leaving route uncluttered.</p>	4/9/20	JB/JR	L

<p>Areas where social distancing is impossible e.g. kitchen and toilets</p>	Kitchen to be off limits to all visitors	<p>Inadequate supply of PPE and insufficient space to maintain social distancing</p>	<p>H</p>	<p>All visitors asked to bring their own water bottle</p>			<p>L</p>
				<p>Crockery, cutlery and tea towels removed from kitchen. Staff and volunteers to bring and use their own crockery and cutlery.</p>	01/09/20	JB/JR	
				<p>Hand towels replaced with disposable paper towels and dispenser</p>	01/09/20	JB/JR	
				<p>Lidded pedal bin for waste provided</p>	01/09/20	JB/JR	
				<p>Staff asked to wipe down all equipment and surfaces after use. Covid-19 cleaning protocol followed</p>			
	Maximum occupancy at any one time is 1 person			<p>Visitors to use Smokehouse toilets Max of 2 people in cubicle toilet block. Middle ones "out of order" signage</p>	20/7/20	JB/JR	L
				<p>Hand towels replaced with disposable paper towels and dispenser</p>	28/8/20	JB/JR	L
	Toilets - maximum occupancy established			<p>Lidded pedal bin for waste provided</p>	28/8/20	JB/JR	L
				<p>Users asked to wipe down flush handle, toilet seat, taps and door handles after use</p>			
	Covid-19 cleaning protocol followed			<p>Staff and volunteers to receive infection control training before returning to work</p>	21/8/20	NP	L

Spreading of Covid-19	Virtual Learning – projects moved to online delivery where possible		M	Identify Learners who lack access to computers at home – prioritize the more vulnerable e.g. BAME prior to reopening – schemes of work for shielding and clinically vulnerable learners – any in extremely and clinically vulnerable groups NOT to attend. Alternative provision delivered virtually or by post.	14/8/20	BM/PK/AJ	L
	Staff spreading Covid-19 to visitors	ICM registering staff as key workers under Employer Referral Portal. Get staff tested for Covid-19 asap	M	ICM registered under employer portal. Record of all visitors kept including contact details, so can inform of any risk of transmission.	4/8/2020	NP/PT	L
				Staff to receive training in how to safely put on and remove face masks and wear them while on premises (except those on exemption list).	01/09/20	NP	
				Staff to have temperature tested each day on arrival.			
	Person to person transmission	Poor signage – Visitors must be made aware of our new policy before being asked if possible	H	Visitors asked to wear face covering, we will provide if they don't have their own. Staff and vols to be aware of exemptions for face coverings (list available on reception and in Covid-19 policy).		JB/JR	M/L
				Limit staff on-site to only those required for H&S and quality delivery			
				Hand sanitiser stations installed at every entrance & exit to building and in all rooms	28/8/20	JB/JR	L
			Perspex screens installed at reception desk	28-08-20	BM/NP/JB		
			Extra support made available for visitors with disabilities which make complying with social distancing/covid secure measures challenging e.g. visually impaired, wheelchair users				

Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of fire or other emergency the priority is getting out of the building quickly but calmly. 2m social distancing rule relaxed.</i>	Current evacuation system and routes could cause multiple groups of people (bubbles) to come into contact. More appropriate alternatives are to be explored/ found if possible.	M	Revised evacuation procedure	01/08/20	PT	L
	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	“Alternative” fire escape from First Floor offices not found suitable for orderly evacuation. Only the able bodied can get to the bottom safely	H	Evacuation of building to use previous system. In the event of a Fire Drill Assembly points - make these larger – spread out a bit more – Increased social distancing Door through from office stairwell to IO reception to be kept open. Liaise with neighbouring business about emergency fire escape improvements Share procedure with all staff learners and volunteers	11/9/20	JB	M
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	Insufficient cleaning staff Regular staff who carry out cleaning are unfamiliar with cleaning and disinfecting procedures	H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly according to Covid-19 cleaning protocol	11/9/20	JB/JR	L
				Hand towels are to be replaced with disposable paper towels Regular supplies of hand sanitizer to be maintained Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. All staff to receive infection control training	15-09-20	NP	L
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Availability of cleaning products	M	Current supplies adequate until at least September 2020 with South Street complex largely shut. Review in 2 months	15/9/20	JB/JR	L
		Staff absence	M		15/9/20	JB/JR	L
		Time required for full cleaning schedule	M	Joe to get quote for daily cleaning	15/9/20	JB/JR	L

	Adequate cleaning supplies and facilities around the premises are in place. Arrangements for longer-term continual supplies are also in place.	No hand sanitiser for visitors to reception. Low supply of soap.	H	Hand sanitiser available at the premises on both sides of entry and exit doors Pedal operated Lidded bins in all offices and studios with gloves and sanitising wipes available for cleaning as required Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made.	15/9/20 01/09/20 01/09/20	JB/JR JB/JR	L
	Sufficient time is available for the enhanced cleaning regime to take place.	Staff on site prevent access to rooms	M	Project delivery to be planned to allow breaks in between each session to allow time for cleaning	14/8/20	NP/JB/BM	L
	Waste disposal process in place for potentially contaminated waste.		M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	14/8/20	JB/JR	L
Studios	The number of staff and visitors that can use each studio at any one time has been determined according to the physical capacity of the premises, type of activity and ventilation options		H	Revised maximum capacity of each room clearly displayed on entry to ensure social distancing maintained.	20/8/2020	JB	M
	Studios have been re/arranged to allow as much space between individuals as practical. Studios suitable for 1 person only Have been identified. Close studio 2. Ventilation impossible.		H	Unnecessary furniture and equipment to be removed and stored away. Remaining desks & tables suitably arranged.	20/8/2020	JB/NP/AJ	L
	Studio entry and exit routes have been determined and appropriate signage in place.		M	Signs in place. Advice agrees with one-way system	20/8/20	JB	L

	<p>Appropriate resources are available within all studios 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].</p> <p>Resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every studio, at the main entrance and in all toilets.</p>		M	Re-organisation and removal of resources to take place prior to opening.	4/9/20	JB	L
			M	Stationery / equipment, including IT, to be used by only one beneficiary. Beneficiaries encouraged to bring in their own pens, writing pads, other stationery for personal use.	4/9/20	JB/JR	L
			M	Cleaned at the end of each session and end of each day.	4/9/20	JB/JR	L
Staffing	<p>Staffing numbers required for all project delivery have been determined including support staff such as facilities, IT, support and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • First aider • Designated Safeguarding Lead (DSL) • Caretaker/site member • Office staff member 	Shortage of up to date first aiders – especially re Covid adaptations to procedure	M	Staff audit re available to work on-site	20/07/20	BM/JP/NP	L
			H	Plan and ensure carrying out of appropriate training to broaden cover.	28/8/20	BM/NP	M
	<p>Approach to staff absence reporting and recording in place.</p> <p>All staff aware.</p>		M	Absence reporting system strengthened according to Covid-19 policy doc.	28/8/20	NP	L
	Signing in procedures to be reviewed to minimise risk of indirect transmission		M	Using South Street app and via ipad at reception	28/8/20	JB/BM/NP	L
	<p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</p> <p>Communication arrangements are in place with those staff and their role is clear.</p>		L	<p>All staff complete 'vulnerability survey' to find out if they themselves or their partners / household members were either clinically or extremely vulnerable.</p> <p>Discussions with BAME and others in at risk groups to offer additional support / work options to address their increased vulnerability.</p>	<p>4/8/2020</p> <p>04/08/20</p>	<p>NP</p> <p>NP/BM</p>	L

				Discussions with staff who use rely on public transport to travel/to from work to consider alternatives/additional support/alternative work Government “guidance” in this area changes rapidly. Keep abreast of latest updates. Review due date.	01/09/20 01/09/20 ongoing	NP/BM/PK NP/BM/PK	L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.		M	Timetable and group organisation to include ‘reserve’ staff in case of absence.	4/8/20	NP	L
	Approaches for meetings and staff training in place.		M	All meetings and training to be held virtually or for small groups in park where 2m distancing is observed		ALL	L
	Consideration given to the options for redeployment of staff to support the effective working of the organisation. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.		M	Training needs fully catered for	Ongoing	Line Managers / NP	L
	Approach to support wellbeing, mental health and resilience in place How staff are supported to follow this within their own situations and that of beneficiaries and colleagues is clear.		M	Weekly 121s with all staff to continue Staff are aware of available support and advice available		NP NP	M
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.		M	Tests can be arranged through Employer Referral Portal – via Peter Tetley for South Street and Anjali for Integration Team Precise testing locations do change as “pop up” test centres do alter in location and duration	11/9/20		

	Return to work procedures are clear for all staff and volunteers.			Risk assessment to be consulted on and agreed in advance of opening.		BM/NP/PT	
		Staff and volunteers unclear what the new procedures entail and how to follow them.	H	Virtual meetings and trainings to begin in August to provide all staff and vols with full induction as to the new procedures. Chance to for queries and clarifications.		NP	M
			M	Opportunity for small group meetings in open air to be conducted, socially distanced at different times to minimise risk of contact.		NP	L
			M	Senior staff to have induction prior to all staff to ensure clarity on new procedures.		NP	L
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Uninsured or non Risk-Assessed contractors on site	M	Check with the contractor any requirements their employer has specified before visit. Share ICM protocols in advance.	Ongoing	BM/JB	L
	Arrangements in place for any freelance facilitators delivering sessions on site e.g. music tutors, partners facilitators. Protocols and expectations shared.		M	Share ICM protocols in advance. Where possible freelancers to receive same training as staff and vols	01/09/20	BM/JB	L
Group Sizes	Teaching groups have been determined on the basis of maximum numbers per room, while socially distancing.		M		01/09/20	BM/JB	L
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.		M	Timetable and group organisation to include 'reserve' staff in case of absence.			L

Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> ● Staggered drop off/pick up times and locations (if possible) ● Staggered or limited amounts of moving around the premises ● Studio / classroom design ● Break and lunch times are staggered. Plans for social distancing during these times in place ● Toilet arrangements 	Overcrowding	H	<p>Allocated toilets clear to all staff members and volunteers.</p> <p>Visitors to use Smokehouse toilets Max of 2 people in cubicle toilet block. Middle ones “out of order” signage</p>			L
	Information shared with parents/carers regarding learners travelling to ICM, encouraging walking and avoiding public transport as much as possible.		M	ICM’s Covid secure policies available on public website. All beneficiaries, parents and carers to be sent email with information in advance	28/7/20	NP	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.		H	<p>Handwashing and cleaning (if needed)</p> <p>Conversations with parents/carers</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations</p>	1/9/20	NP/PK	M
	Social distancing plans communicated with parents/carers including approach to breaches.	Parents do not see the messages.	H	ICM’s Covid secure policies available on public website. All beneficiaries, parents and carers to be sent email with information in advance	28/7/20	NP/PK	M
	Staff cycling or walking to work avoiding public transport	Carrying bikes upstairs Lack of suitable parking/cycle racks	M	Alleyway racking, bars or something to lock bikes to is needed.	20/08/2020	JB	L
	Car Travel to and from work	Only travel with members of same household	H		14/07/2020	BM	L

PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.		M	PPE requirements to be shared with staff. Stock already held for appropriate cleaning and first aid.	01/09/20	JB/BM	L
Response to suspected/ confirmed case of COVID19 on premises	<p>Approach to confirmed COVID19 cases on premises in place:</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent/carer, partners, community etc in place 		H	<p>Directors to be informed of each and every suspected/confirmed Covid case.</p> <p>Affected individual to be sent home to isolate for 7 days. Household members to isolate for 14 days. (allowing for an incubation period from direct transmission)</p> <p>Nearest empty space to be cleared of staff and used as an isolation room until individual is collected. PPE to be used whilst liaising with affected individual. Areas where affected individual accessed to be cleaned as per the Covid-19 cleaning guidance. The rest of the individuals' group do not need to be sent home unless tested positive but parents/carers/partners to be fully informed.</p> <p>Staff and Volunteers identified as at risk to be sent for testing via Employer Referral Portal</p> <p>Partner organisations informed as per agreement</p>	Ongoing	ALL	M
	<p>Approach to confirmed COVID19 cases in place: outside of ICM working hours</p> <ul style="list-style-type: none"> • Temporarily shut any affected rooms/facilities to allow cleaning, if possible • Covid-19 cleaning procedure in place • Arrangements for informing parent/carer and partner organisations in place 		H	<p>Directors to be informed of each and every confirmed Covid case.</p> <p>Affected individual to be sent home to isolate for 7 days. Household members to isolate for 14 days. Areas where the affected individual has been to be cleaned thoroughly according to Covid-19 cleaning protocol</p> <p>Parents/carers of group and Partners organisations to be informed.</p>	ongoing	BM/JP	M

Learner/Beneficiary Re-orientation <i>back at ICM after a period of closure/ being at home</i>	List of all learner/beneficiary contact details up to date and accessible by key staff		M	List to be updated and accessible in CRM system	Ongoing	NP/PK/BM/JB	L
	Changes to the timetable to be shared with learners and parents/carers		M	New face to face delivery timetable to shared with parents/carers and placed on ICM/IO websites and socials	ALL timetable changes notified		L
	All learners/beneficiaries instructed to bring a water bottle each day	Learners/beneficiaries forget to bring in bottles.	H	Learners/beneficiaries reminded to bring in own water bottles daily. ICM to purchase disposable cups.	1/9/20	JB	M
	Approach to supporting wellbeing, mental health and resilience is in place.		M	Support available as well as signposting to external agencies e.g. Cruse, Grief counselling			L
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Referrals to social care and other support IT equipment 	Families may be unaware of support or unwilling to come forward for help.	M	Additional capacity may be required for Safeguarding. Plan training for all staff Office capacity may need supplementing, dependent on demand.			L
Partial Re-opening	All learners/beneficiaries have access to technology and remote learning offer.		M	Access additional funding to cover cost of purchasing tablets/laptops etc to loan out or help pay for broadband	1/9/20	PK/BM/JB	L
	Blended approach between physical and remote learning developed, including support for those learners/beneficiaries who are shielding/ clinically vulnerable.	Info Poverty		IT infrastructure review to ensure all projects can be delivered as blended approach	1/9/20	BM/AV/JB	L
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.		M		01/09/20	NP	L
	Re-opening plans shared with Trustees		L		01/09/20	BM/NP/PK	L
	Communications with partner organisations/funders and parents/carers:		M			BM/JB	L

	<ul style="list-style-type: none"> Plan for partial re-opening Social distancing plan Wellbeing/ pastoral support/ 						
	Learner/beneficiary communications around: <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements <i>Staggered start times</i> Travelling to and from ICM safely 		M			NP/BM/PK/JB	L
	On-going regular communication plans determined to ensure partner organisations/beneficiaries and parents/carers are kept well-informed		M		Ongoing	BM/JB/PK	L
Events, including trips	Annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term		H	All events and trips cancelled until further notice with the exception of "virtual" online festivals	March 2020	BM/JB	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		L	All COVID19 costs to be allocated to the appropriate cost centre created for this purpose.	ongoing	RS/BM	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; additional IT equipment		L	All additional expenditure to be properly allocated.	ongoing	RS/BM	L
	Any loss of income understood		L	These to calculated and shared with Directors and Trustees	Ongoing	RS/BM	L