



OPERATING DURING CORONAVIRUS RISK ASSESSMENT ARDEN MULTI ACADEMY TRUST - ALL SCHOOLS

<p>Risk Assessment of operating during Coronavirus pandemic.</p> <p>Who Might be Affected? Staff, students and visitors</p>	<p>Date of Assessment September 2020</p> <p>Name of Assessor Ian Dunsford (Southalls) and Alex Smith (Arden MAT)</p> <p>NB: These control measures are in addition to site risk assessments which are held on Safety Cloud and remain applicable for other hazards.</p>
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This risk assessment details the overarching control measures that the Trust, Professional Associations, Associate Headteacher, Trustees/Governors (and for Park Hall **only** - BAM) have put in place to ensure that we are COVID-secure (including having staff work at home where possible, social distancing, personal hygiene, etc.) Details on the steps that will be taken to ensure these control measures can be implemented are found in *AMAT - Re-Opening Schools – Covid-19 Pandemic Risk Assessment Planning - Safe Systems of Work V5*. This SSoW is available to the persons mentioned above and facilities management. The SSoW will further help to ensure that all schools are COVID-secure.

What are the Hazards?	How could people be Harmed?	Control Measures to be Applied
<p>Coronavirus (Covid-19)</p>	<p>Most people are at risk from infection (staff, children, visitors, etc.). The implications of COVID-19 infection are higher for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is via person to person spread as airborne</p>	<p>Government Advice:</p> <ul style="list-style-type: none"> Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice (https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools). Members of staff, pupils, and visitors to the school are reminded of the symptoms of coronavirus (COVID-19) at the point of entry to the site by posters displayed at site entrances and/or site rules displayed on visitor checking in systems and by regular communication with parents/carers via newsletters, emails, etc. These symptoms include a new, continuous cough or high temperature, or a loss of, or a change in, normal sense of taste or smell. All meetings on site will be observing 2m social distancing rules where possible or conducted using technology.

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	<p>droplets and also via surfaces contaminated with virus.</p>	<ul style="list-style-type: none"> ● All non-essential appointments on site have been postponed and necessary appointments will be evaluated taking into account current guidance as they occur. ● All staff have been issued with guidance on social distancing and have completed an e-learning title in relation to infection control and the importance of social distancing. ● All staff training that requires congregations (e.g. role play, conflict management, etc.) and group exercises have been suspended within the school. ● Poster material related to social distancing has been applied throughout the school and employees are reminded every morning and during their work day of the importance of social distancing. <p>SYSTEM OF CONTROLS</p> <p>A. Prevention</p> <ul style="list-style-type: none"> ● The school will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. ● The school will ensure that all pupils, members of staff and visitors maintain excellent standards of hand hygiene. ● The school will ensure that good respiratory hygiene practices are followed by promoting the “catch it, bin it, kill it” approach. ● Enhanced cleaning practices will be followed, including the cleaning of frequently touched surfaces often, using products such as detergents and bleach. ● The contact between individuals will be minimised, and social distancing will be maintained wherever possible. ● Where necessary, appropriate personal protective equipment (PPE) will be worn. <p>B. Response to any Infection</p> <p>The following measures will be followed where relevant:</p> <ul style="list-style-type: none"> ● The school will engage with the NHS Test and Trace process ● The school will manage confirmed cases of COVID-19 amongst the school community.

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		<ul style="list-style-type: none"> ● Local Health Protection Team Advice will be followed in order to contain any outbreak. <p>SPECIFIC PREVENTION CONTROLS</p> <p>Minimising contact with individuals who are unwell with symptoms of COVID-19:</p> <ul style="list-style-type: none"> ● pupils, members of staff and other adults should not attend school if they have Coronavirus symptoms. ● Members of staff returning to work after a period of absence e.g. holiday, will be asked to complete a return to work questionnaire to confirm that they are free of symptoms. ● Employees who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work as long as they maintain social distancing. ● Where pupils, members of staff and other adults have tested positive in the last 7 days for Coronavirus they should stay at home and not attend the school. ● Where anyone at school develops symptoms of Coronavirus during the school day, they must be sent home. ● Where self isolation is being undertaken, a test must be arranged for Coronavirus Coronavirus (COVID-19): getting tested - GOV.UK. ● COVID-19: guidance for households with possible coronavirus infection must be followed. Guidance on timescales may change. ● All members of staff will be briefed on the self-isolation process. ● An isolation area will be designated within each school which has an external door for ease of collection of individuals. The closest toilet, to the isolation room, is to be used for these individuals and cleaning will follow straight behind. Out of order notice will be displayed for duration between user and cleaning. ● If a child is awaiting collection, they will be moved to the school's self-isolation room. A window will be opened to ventilate the room whilst occupied or If a child is awaiting collection, they will be moved to the school's quarantine room which is at least 2 metres away from other people. This room or area will be cleaned and disinfected after use.

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		<ul style="list-style-type: none"> ● A separate bathroom has been allocated for use by children who are displaying symptoms of Coronavirus. This bathroom will be cleaned and disinfected before being used by anyone else. ● The self isolation room and bathroom will be kept clear of unnecessary items in order to facilitate thorough cleaning and disinfection. ● PPE will be worn by staff caring for the child in the self isolation room, if a distance of 2 metres cannot be maintained. ● Where pupils or members of staff have been in close contact with or helped a student who has displayed symptoms, they will remain at school, unless they develop symptoms themselves or the symptomatic person tests positive for coronavirus. ● Where staffing levels may be reduced due to absences within the school the Associate Headteacher/SLT on site will undertake an assessment of the necessary controls to operate the school with a reduced capacity. <p>Hand hygiene</p> <ul style="list-style-type: none"> ● Each school will ensure that pupils clean their hands regularly, including: <ul style="list-style-type: none"> ○ when they arrive at school ○ when they return from breaks ○ when they change rooms ○ before and after eating. ● Hand washing facilities are located in all toilets ● All classrooms will have bulk fill hand sanitiser dispensers mounted inside near the door and labelled accordingly. ● All offices will have localised hand sanitiser/pump bottles in the room, or smaller bottles given to individuals where traveling around the school is part of their job. ● Sanitising dispensers/containers or bottles will be topped up via site teams/or alternative method (depending on school arrangements). ● Facial tissues/paper towels for students and staff are provided for use to minimise movement before placing them in the bins. ● Hand sanitiser will also be provided on school transport vehicles for use by pupils and staff members when getting onto and off the vehicle.

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		<ul style="list-style-type: none"> ● Young children will be supervised when using hand sanitiser to ensure that hands are cleaned safely and the risk of hand sanitiser ingestion is minimised. ● Posters will be displayed around the school site showing a good hand washing technique i.e 20 seconds with soap and water followed by drying with a paper towel. ● Members of staff are briefed on good hand hygiene practices via e-learning and/or toolbox talks, and are encouraged to use hand sanitiser or hand washing stations at frequent intervals throughout the day. ● Staff members are informed to avoid physically greeting others for example by the shaking of hands and nudging elbows. A simple 'good morning' or 'good afternoon' will suffice and will also adhere to the 2-metre clear social distancing measures. <p>Respiratory Hygiene</p> <ul style="list-style-type: none"> ● Tissues and bins (with lids) will be provided around the school. ● Bins will be covered, provided with bin bags, and collected for disposal daily. ● Good respiratory hygiene in terms of “catch it, bin it, kill it” will be communicated to staff and pupils at the site. This will be reinforced by the use of posters. ● Face coverings are required at all times on public transport (for children over the age of 11). Government guidance on the safe wearing of face coverings will be issued to all users of public transport: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings ● If school minibuses are used and occupants are from outside of their bubble - over 11s should wear face coverings <p>Enhanced Cleaning</p> <ul style="list-style-type: none"> ● A cleaning schedule has been implemented for all areas of the school. ● Frequently touched surfaces will be cleaned more often than normal, and these include: <ul style="list-style-type: none"> ○ stair rails ○ door handles ○ desks ○ light switches

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		<ul style="list-style-type: none"> ○ kitchen surfaces ○ photocopier and printer control pads ● Rooms or areas shared by a number of groups will be cleaned more frequently, and these include: <ul style="list-style-type: none"> ○ sports facilities ○ science labs ○ D&T labs ○ lunch facilities ● Classroom resources (used by one bubble) such as books and games will be cleaned regularly. On entering each class, pupils and teachers will: <ul style="list-style-type: none"> ○ use hand sanitiser ○ use antibacterial wipes on their tables, desks, mice, keyboards, etc. ○ dispose of the wipes in the lidded bins ● Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. ● Musical instruments (brass and wind) will not be shared between pupils. Other musical instruments e.g. pianos will be thoroughly cleaned between uses or rotated (where practicable) between bubbles. ● Outdoor playground equipment will be more frequently cleaned. ● Pupils and teachers can take books and shared resources home but unnecessary sharing will be avoided. Good hand hygiene when handling these resources is emphasised. ● Lab coats which may be shared in D&T, Art and Science will not be used. Disposable aprons for wet work within these subjects will be used or individual aprons/coats may be issued. ● Arrangements will be made to thoroughly clean lunch and break tables between uses by different groups. ● PPE, such as eye protection used in D&T and Science, will be cleaned before and after use by the use of non-alcohol based sanitising wipes; preferably all staff and pupils should have their own set of eye protection. ● Microscope eyepieces should be cleaned with non-alcohol based sanitising wipes.

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		<ul style="list-style-type: none"> ● Thorough touchpoint and surface cleaning to be done throughout, and up to 4-times, per day. ● A register of who has been in school, and where they have been, is being maintained for thorough evening cleaning. ● Waste bins from internal spaces, classrooms and offices will have individual clear liners, those bags are to be tied individually, then placed in a black sack and tied. All waste to be disposed of in the normal methods except suspected cases. ● Suspected cases of illness, waste will be double bagged in its own black sack, tied off. This waste will be placed in a secure holding and stored secured from all persons for at least 72 hours before being disposed of in the normal methods. Black bags are to be date labelled as to not dispose of before the 72 hour window of control. <p>Social Distancing and Minimising Contact between Individuals</p> <ul style="list-style-type: none"> ● In order to ensure all pupils may attend the site, emphasis will be placed on self isolation, good hand and respiratory hygiene and enhanced cleaning measures, with local procedures in place to ensure that contacts between staff and pupils, and pupils and other pupils, are minimised during the school day via either individual social distancing or group distancing. ● A daily check on the implementation of social distancing, personal hygiene and cleaning and disinfection arrangements will be undertaken by site management. Checks will be completed daily with regular cleaning of handles, toilets and frequently touched surfaces completed regularly throughout the day. <p><u>Measures within the Classroom</u></p> <ul style="list-style-type: none"> ● Adults will maintain 2 metres distance from each other. ● Close face-to-face contact will be avoided. ● The time spent within 1 metre of anyone will be minimised. ● Pupils within classrooms will be seated side to side and facing forwards. Not seated side on or face to face. ● Unnecessary furniture has been moved out of classrooms to make space.

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		<ul style="list-style-type: none"> ● Classroom doors and windows will be kept open if possible to improve air flow. Where classroom doors are also fire doors, they should be kept shut unless they are on an approved closing device. ● All unnecessary teaching aids will be removed from learning environments to promote social distancing, and to also assist the cleaning process. ● Individual personal distancing between pupils will be encouraged ● Teachers and staff members will stay in front of class ● Desks will be spaced further apart to assist with individual distancing of pupils. <p><u>Measures Elsewhere</u></p> <ul style="list-style-type: none"> ● Whole school gatherings, e.g. assemblies, have been cancelled for the foreseeable future. ● The mixing of groups is avoided, apart from brief transitory contact in corridors for example at break time, lunch time or when leaving/entering the site. ● Hazard tape is to be placed at 2m distances on all corridor floors/walls. ● One-way routes have been set up in schools and appropriate directional signage is displayed. <p><u>Staff Welfare - facilities, break times and lunch</u></p> <ul style="list-style-type: none"> ● Members of staff will minimise movement around the site by using phones or radios. ● Staff should maintain social distancing within staff rooms and avoid congregating unnecessarily. ● Hard surfaces in these areas will be regularly cleaned by the FM/cleaning staff on site. ● Staff members will be able to access Disabled, Staff and Visitor toilets in order to promote social distancing between each other. ● Staff members are discouraged from using other colleagues' phones, work tools and equipment, cups and drinking/eating vessels where possible. If necessary, clean and disinfect them before and after use. ● The use of staff room facilities are primarily for making beverages or heating of foods and staff are to be instructed to return to their rooms to consume where viable. ● Staff rooms' furniture will be stacked or removed.

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		<ul style="list-style-type: none"> ● Lidded containers will be instructed for food use also lidded drinks should be used to prevent spillages, especially hot drinks. ● Shared kettles should be removed from use and urns used instead. Kettles which are in single use locations eg. associate heads office may continue to be used by the sole user. ● Paper towels should be used to operate urn lever to reduce spread. <p><u>Student Welfare - facilities, break times and lunch</u></p> <ul style="list-style-type: none"> ● Crowding of toilets will be discouraged, and consideration given to use of these during lessons as well as at breaks to stagger use. ● Break/lunch time: <ul style="list-style-type: none"> ○ Pupils are encouraged to use outdoor seating areas, or take shelter under the marquees. <p><u>Arriving at and Leaving School</u></p> <ul style="list-style-type: none"> ● The Trust has made arrangements for the staggering of start and leave times ● Communication has been made with parents about drop off and collection process ● Rules regarding gathering at school gates and no entry to school without appointment have been issued to all parents and carers. <p>Use of PPE</p> <ul style="list-style-type: none"> ● PPE will be worn where already identified as necessary for a child or young person who has routine intimate care needs. ● PPE will be worn where a child or young person becomes ill with Coronavirus symptoms at school, and where a distance of 2 metres cannot be maintained. ● Guidance will be followed: Safe working in education, childcare and children's social care ● Face shields are available, one per employee, optional use. ● Face masks (re-usable/washable) are available to all staff – optional use.

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		<p>RESPONSE TO INFECTION CONTROLS</p> <p>NHS Test and Trace Process</p> <ul style="list-style-type: none"> ● The school will work with our local Public Health England health protection team. https://www.gov.uk/guidance/contacts-phe-health-protection-teams#west-midlands-east-hpt ● The school has communicated with members of staff and parents and carers about NHS Test and Trace, and where necessary, will supply details of how to book tests. ● Parents and members of staff have been asked to immediately inform the school of any test results. ● Control measures outlined in Minimising contact with individuals who are unwell with symptoms of COVID-19 will be followed where testing is undertaken. <p>Managing Confirmed Cases of Coronavirus (COVID-19) in the School Community</p> <ul style="list-style-type: none"> ● The school will work with our local Public Health England health protection team: https://www.gov.uk/guidance/contacts-phe-health-protection-teams#west-midlands-east-hpt ● The school will be guided by the health protection team through the actions that they will need to take. ● People who have been in close contact with a person who has tested positive for coronavirus will be sent home to self isolate for 14 days. The 14 days will start from the day that they were last in close contact with the person when they were infectious. ● Members of staff and parents/carers will be advised that close contact means: <ul style="list-style-type: none"> ○ direct close contacts i.e. face to face contact with an infected individual for any length of time, within one metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person

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		<ul style="list-style-type: none"> The school will maintain records of student and staff groupings, along with records of any close contact that takes place between pupils and adults in different groups. Staff and Parents must inform the school of ant Test result as soon as possible. <p>Containing Outbreaks by following local Health Protection Team advice</p> <ul style="list-style-type: none"> The school will work with their local Health Protection Team (see link above) upon identification of an outbreak. Controls that may be implemented include the self isolation of a larger number of pupils e.g. a whole year or whole site group.
<p>First aid delivery and fire safety</p>	<p>Transmission, and infection, is possible during the delivery of first aid, and during fire evacuations</p>	<p>First Aid</p> <ul style="list-style-type: none"> Wherever possible when giving first aid, 2m distance will be maintained. In the unlikely event of cardiac arrest in an adult, rescue breaths will not be performed: Adult CPR - Symptoms & First Aid Advice <ul style="list-style-type: none"> Do not place your face close to the casualty to hear for breathing. Watch the chest. If possible, lay a towel or similar over the nose and mouth. Ensure that CPR is performed using chest compressions and if possible a defibrillator if available and trained to do so. Ensure that there is enough PPE for first aiders to utilise including a fluid resistant surgical mask, gloves and disposable aprons, as required. Where there is a risk of splashing to eyes, for example, from spitting, coughing or vomiting, a face shield or goggles will also be worn. In the event of cardiac arrest in a child, rescue breaths must be performed because cardiac arrest in children is likely to be caused by respiratory problems: Child CPR - Paediatric First Aid You must: <ul style="list-style-type: none"> Use a face shield or pocket mask over the child's mouth when performing rescue breaths. When dealing with first aid incidents, always be aware of the risks to yourself and others. Wear gloves or cover hands when dealing with injured persons, particularly those with open wounds. Disposable PPE is stored in a first aid location for first aiders. Instructed to wear PPE before visiting individuals.

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		<ul style="list-style-type: none"> ● Disposable PPE consists of gloves, aprons, masks. ● Face shields will be available for the first aiders too, these are to be sanitised after use and labelled for the individual using them. ● Cover cuts or grazes on your hands or arms with a waterproof dressing ● Always dispose of all medical waste safely in a double bagged method. ● All first aid related waste will be quarantined for at least 72 hours before collection. <p>Fire Safety</p> <ul style="list-style-type: none"> ● The school will return to normal operations, and existing fire safety procedures will be reviewed and implemented if deemed appropriate. ● Usual in house testing of the fire alarm/emergency lighting will continue. ● Fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned on a daily basis as per government guidance. ● Instructions will be given to all members of staff and pupils that hand sanitiser should be allowed to dry on the hands (to allow vapour to evaporate) before bunsen burners are used or before using other equipment involving naked flames ● Hand sanitiser will be provided on the main entrance doors externally. Employees and students are encouraged to use hand sanitiser when re-entering the building.
Legionella	Development of high numbers of legionella bacteria within the water system, leading to increased risk of legionellosis.	<ul style="list-style-type: none"> ● The school has a legionella risk assessment in place. Plans for recommissioning of water system following a period of absence will be implemented; the recommendation is that where complex systems¹ have been allowed to stagnate for 3-4 weeks they should be recommissioned². ● Flushing of complex systems may not be enough of a control measure.

¹ complex systems are those with water storage, shower heads and other sprays and long lengths of pipework.

² recommissioning involves the cleaning and disinfection of the water system.

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Catering	Transmission between catering staff; catering staff to pupils and school staff, etc	<ul style="list-style-type: none"> ● Good hand hygiene practices will be followed, including washing hands with soap and water for at least 20 seconds, routinely including: <ul style="list-style-type: none"> ○ before and after handling food ○ when moving between different areas of the school, and especially after being in a public place e.g. reception ○ after blowing noses, coughing or sneezing. ● Catering staff will wear face masks/visors at all times. ● Food handlers who develop COVID-19 symptoms must self isolate at home, and should arrange to have a test through NHS Test and Trace. ● Increased cleaning of equipment and surfaces, including tray passes, till points, trolleys, tables, and chairs. ● Trays, cutlery and crockery will all be cleaned and disinfected using a dishwasher.
Contractor management	Additional persons, on site, increase the risk of transmission and infection (this is managed by BAM at Park Hall)	<ul style="list-style-type: none"> ● Essential visits such as those concerned with the management of fire safety, legionella, gas safety, electrical safety, and examinations of ventilation systems will be pre-arranged with the relevant contractor. The following measures will be adopted, where possible: <ul style="list-style-type: none"> ○ The contractor will attend the site out of hours to minimise opportunity for contact between all parties ○ Where contractor visits attend site during hours of school operation, contractors will work in rooms that are not in use by teaching staff or pupils. ○ The room will be well ventilated, where possible. ○ Contractors will be issued with additional site rules at reception, including expectations in terms of cleaning, respiratory hygiene and hand hygiene. The contractor must confirm that they are not symptomatic. ○ Hand sanitiser gel will be provided for use upon entry to the site. ● Emergency visits may be undertaken but are subject to the following measures: <ul style="list-style-type: none"> ○ contractors must book in at reception ○ they must confirm that they are not symptomatic (for COVID-19) ○ they will be issued with site rules regarding hand hygiene, cleaning and respiratory hygiene. ○ Where possible, pupils and members of staff will be moved from the work location; also in accordance with safeguarding principles.

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		<ul style="list-style-type: none"> ○ Hand sanitiser gel will be provided for use upon entry to the site. ● Cleaning, catering and facilities contractors, including landscaping: <ul style="list-style-type: none"> ○ Self-isolation guidance will be issued to contractors who have a daily role on site. ○ Site rules including those on cleaning, hand hygiene and respiratory hygiene expectations will be issued to each contractor. ○ Posters will be displayed within kitchens, cleaning cupboards, and facilities offices regarding social distancing, hand hygiene, etc. ○ Measures for social distancing, include: <ul style="list-style-type: none"> ■ Consider perspex screens for kitchens ■ out of hours working for cleaners, landscapers ■ separation of landscaping contractors from pupils and other staff; working in an external environment which is well ventilated.
Visitors	Additional persons, on site, increase the risk of transmission and infection	<ul style="list-style-type: none"> ● OFSTED visits have been confirmed as being suspended for Autumn Term 2020. The management of these visits will be planned in a later review of this risk assessment. ● Events, with large numbers of visitors (e.g. parents' evenings) will not take place. ● Safety Consultant and enforcement officer (e.g. food safety officers) visits may be unannounced. The following control measures will be implemented: ● Meetings with parents must take place by virtual technology and face to face meetings are discouraged. ● Visitors must book in at reception ● They must confirm that they are not symptomatic (for COVID-19) ● They will be issued with site rules regarding hand hygiene, cleaning and respiratory hygiene. ● Hand gel will be provided at reception for use. ● Social distancing measures will be adopted. ● Screens will separate receptionists from visitors to the site, where social distancing cannot be maintained. ● Cold calls (sales) will not be processed beyond the reception area of the school. ● Gate and door control pads will be regularly cleaned
Temporary homeworking	Repetitive use of PC's may result in a WRULD or headaches if lighting or picture is poor.	<ul style="list-style-type: none"> ● All PC users classed as habitual can complete a Display Screen Equipment Assessment whilst at their office/school workstation outlining the principles of good workstation set-up.

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	Being isolated at home leading to mental distress	<ul style="list-style-type: none"> ● All staff can access DSE assessment via Safety Cloud if required. ● Advice regarding DSE use has been given including. <ul style="list-style-type: none"> ○ Taking frequent breaks ○ Getting comfortable is important. ○ Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen. ○ Make sure there is enough work space to accommodate all documents or other equipment. ○ Arrange the desk and screen to avoid glare, or bright reflections. Adjust curtains or blinds to prevent intrusive light. ○ Make sure there is space under the desk to move legs. ○ Avoid excess pressure from the edge of seats on the backs of legs and knees.

Please contact Ian Dunsford at Southalls in the event any of the controls within this risk assessment require updating or changing so amendments can be recorded.