

Title of activity / trip / task:	<i>ASL staff returning to work after lockdown (This document is to be read in conjunction with the ASL Returning to Work Guidelines)</i>	No. of students:	
Date/s of activity / trip/ task:	<i>Immediate effect for June 2020, and then will be updated for July 2020.</i>	No. of staff / chaperones	<i>Anticipated number of staff on campus for June 2020: 20-25.</i>
Location of activity / trip/ task:	<i>American School in London: Waverley Place & Canons Park</i>	Brief description of activity / trip/ task:	<i>Staff returning to work after lockdown (COVID 19) in June 2020</i>
Date of assessment:	<i>03/06/20</i>	Assessment number:	<i>1/1</i>

Risk Number	What are the hazards?	Who might be harmed and how?	What are you already doing? (preventive measures)	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
1.	<i>Spread of virus from co-workers or others</i>	<i>Staff, Visitors, PCA, Contractors, Guests</i>	<ul style="list-style-type: none"> • <i>HR will survey staff to identify who may be at risk (existing health conditions). Identified staff will be instructed to work from home until conditions change. This may include members of households with health conditions.</i> • <i>Staff will avoid travelling to work on public transport when possible (see risk number 5).</i> • <i>Staff who show signs of COVID will not come to work and will be asked to</i> 	<ul style="list-style-type: none"> • <i>Read ASL Staff Returning To Work Guidelines for specific procedures.</i> 			

			<p><i>perform temperature checks at home when needed.</i></p> <ul style="list-style-type: none"> • <i>Staff will maintain a 2 meter distance from others in the workplace when possible (see Risk 2).</i> • <i>Shift patterns will be altered to reduce the concurrent number of staff on campus when possible (see Risk 2).</i> • <i>When needed, disposable or reusable PPE will be provided for staff (see Risk 2).</i> • <i>Staff will receive Inductions for new procedures from their managers.</i> • <i>Guidance and new procedures for staff will be reviewed monthly for revisions as conditions change.</i> • <i>Official UK Covid-19 guidance will be checked weekly, and changes to</i> 				
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			ASL procedures may be implemented mid-month.				
2.	Contracting the virus in the workplace e.g. from contact with infected surfaces, infected people.	Staff, Visitors, PCA, Contractors, Guests	<ul style="list-style-type: none"> • Posters will display correct handwashing and coughing protocols. • Handwashing will be recommended upon arriving at work, and then additionally at least every two hours, including before and after eating and before departing from campus. • Hard surfaces on campus will be disinfected with combined detergent/disinfectant, alcohol solutions (with at least 60%-90% isopropyl alcohol) twice a day in active areas, and daily in other areas. Examples: bathrooms, kitchens, door handles, hand rails, printers, etc. • Staff who become ill at work instructed to self-isolate immediately and inform their line manager by phone or email. 	<ul style="list-style-type: none"> • Read ASL Staff Returning To Work Guidelines for specific procedures. 			

			<ul style="list-style-type: none"> • <i>When necessary, staff will be provided with reusable or disposable PPE.</i> • <i>When necessary, staff will be trained in correct use and disposal of PPE.</i> • <i>A Covid-19 Emergency response plan will be complete and ready for use if a person who has been on campus tests positive for Covid-19.</i> • <i>Contractors and guests will be asked to self-declare that they are not experiencing the symptoms prior to visiting our campuses.</i> • <i>Only essential face-to-face meetings will take place, and they will follow specific social distancing protocols (see Staff Returning to Work Guidelines).</i> • <i>Offices, service desks corridors, bathrooms and other locations may be altered to comply with UK government guidelines (2</i> 				
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			<p><i>meter separation markings, perspex screens, etc.).</i></p> <ul style="list-style-type: none"> <i>• Cleaning procedures and protocols have been revised and increased in frequency, and cleaning disinfectants used will be certified to kill Covid-19.</i> <i>• Line managers will revise procedures or question assignments if requests are made that do not allow appropriate social distancing.</i> <i>• Following periods of significant school closure as a result of Covid-19, all statutory checks and procedures will be carried out to ensure safe water and air circulation on both campuses (chlorination, water safety checks, air filter replacements, etc.).</i> 				
3.	<p><i>Shortage of PPE due to supply chain problems presents risk of increased likelihood of contracting the virus.</i></p>	<p><i>Staff, PCA</i></p>	<ul style="list-style-type: none"> <i>• Approved suppliers of PPE will be confirmed in advance.</i> <i>• An appropriate stock of PPE will be held at school.</i> 	<ul style="list-style-type: none"> <i>• Read ASL Staff Returning To Work Guidelines for more information.</i> 			

			<ul style="list-style-type: none"> • Staff will be trained in procedures to follow if disposable PPE is not available (e.g. change of clothes, specific hygiene practices, etc.). • Community-made face coverings and similar solutions will be considered if the supply chain cannot provide appropriate amounts of PPE in the future. 				
4.	<p>Staff suffering from stress. Loss of staff can lead to increased workload for colleagues; worry about contracting the virus can affect workers' mental health.</p>	Staff	<ul style="list-style-type: none"> • Line Managers in touch at least daily with team members • Good communication from HR department to all staff (open line of communication, offer of support). • Staff provided with phone numbers or emails of Line Manager for use at any time. • Staff informed of signs of stress to look out for. 				

			<ul style="list-style-type: none"> • Staff updated, at least daily, with status reports about assignments, procedures and check-ins about workloads. • Workloads monitored to ensure individuals are not overworked, especially if covering for sick or self-isolating colleagues. 				
5.	Staff contracting the virus during travel to and from work	Staff	<ul style="list-style-type: none"> • Staff encouraged to walk to work, cycle or to use their own vehicle. • Local car parking discounts will be made available to ASL staff. • In exceptional circumstances, taxis for travel may be funded by the School. • If public transport has to be used, staff are instructed to maintain a 2 meter distance from fellow passengers. • When using public transport, staff should wear gloves and masks for a 	<ul style="list-style-type: none"> • Read ASL Staff Returning To Work Guidelines for more information. 			

			<p><i>greater level of protection. ASL can provide disposable gloves and reusable masks for this purpose on request.</i></p> <ul style="list-style-type: none"> <i>• If staff wear a uniform at ASL, it is recommended they change into the uniform at work after using public transport, and then change back into home clothing when departing campus.</i> <i>• When possible, shift alterations may occur so that public transportation users may travel at less busy times.</i> 				
6.	<p><i>Lone workers at increased risk of stress, and of being without assistance if they fall ill at work.</i></p>	<p><i>Staff, Visitors, PCA, Contractors,</i></p>	<ul style="list-style-type: none"> <i>• Lone workers must carry charged radios / mobile phone at all times. The red emergency button should be used if the staff member suddenly feels unwell or needs help.</i> <i>• Nominated contact calls lone worker at regular, agreed intervals (not less than hourly frequency).</i> <i>• If no response, help is summoned immediately.</i> 				

			<p><i>Security is able to assist if needed.</i></p> <ul style="list-style-type: none"> <i>• Lone workers provided with regular information and updates on changing conditions and of the actions to take.</i> <i>• When possible, visitors and contractors should remain with their host at all times, keeping 2m apart</i> <i>• Staff are encouraged to take their break outside and always at least 2m away from their colleagues.</i> 				
7.	<i>Poor communication. Lack of information can lead to raised stress levels, incorrect working practices, feeling of isolation</i>	<i>Staff</i>	<ul style="list-style-type: none"> <i>• Director of Operations monitors government website and guidance daily and updates staff accordingly.</i> <i>• Return to Work Guidelines and Risk Assessment to be reviewed monthly and re-shared via Headlines if changed.</i> <i>• Staff provided with phone numbers or email address of their Line managers for use at any time.</i> 				

			<ul style="list-style-type: none"> • Increased frequency of meetings of staff with their line managers. • WhatsApp groups may be used for staff to exchange information, boost morale. This app can be used by staff only. 				

Declaration by users:	I confirm that I have read this risk assessment and will implement the controls outlined herein, and will report to the Head of School any incidents that occur or any shortcomings I find in this assessment						
Signature:	Jim Heynderickx		Print name:	Jim Heynderickx			
Date:	5 June 2020		Title:	Director of Operations			
Name of assessor / reviewer:		Title of assessor:		Date of review:			

If you create any changes to this document please send the amended version to the Operations Manager.