

## Risk Assessment – COVID-19 Academies (V4)

(please note this is a live document and regular updates/changes may be needed following government advice, please amend accordingly)

<b>Title of risk assessment</b>	COVID-19 Academies	<b>Date of Assessment</b>	12 <sup>th</sup> July 2021 to use from 19 <sup>th</sup> July Reviewed 24.08.21 LS Reviewed 10.12.21 (updated due to omicron variant) Updated 04.01.22 LS and James Lowden 7.1.22
<b>Name of Assessor</b>	Jane Smith H&S Officer Louisa Sharpless Compliance Manager	<b>Location</b>	All Academies
<b>Who may be affected?</b>	Staff, Pupils, contractors and Visitors		
<b>Description of activities</b>	Varied activities within an educational setting – Primary, Secondary and post 16		
<b>Additional Guidance used for this risk assessment and for academies to refer to.</b>	Guidance referred to for this RA <a href="https://www.gov.uk/guidance/schools-covid-19-operational-guidance">Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</a> <a href="https://www.gov.uk/guidance/contingency-framework-education-and-childcare-settings">Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</a>		
<b>Academy Action</b>	Download document Read through and add any additional hazards and/or controls Complete below and date		

Hazard	Who can be harmed	Existing Controls and Working Practices	Initial Risk Rating (S x L = Total)			Additional Controls	Final Risk Rating (S X L = Total)			Actions (Who, Due Date)
			Severity	Likelihood	Total		Severity	Likelihood	Total	
<b>Risk of contracting omicron variant</b>	Staff, pupils, visitors, and contractors	<p>All staff, pupils (year 7 and above) and visitors to wear face coverings in communal spaces and public transport</p> <p>All staff that can work from home (from 13<sup>th</sup> December) are advised to</p> <p>All staff and pupils reminded to follow all existing hygiene controls and to stay at home with symptoms</p> <p>04. 01. 22 Additional face coverings to be worn in classrooms and teaching spaces for all year 7 and above</p> <p>All close contacts (from 22<sup>nd</sup> December) must either test every day for 7 days (if under 18 or fully vaccinated)</p>	3	4	12	<p>Publicity, updated form time reminders/resources</p> <p>Face covering spare supplies sourced, distributed to tutors/key entry points</p> <p>Process changes shared with pastoral team and attendance officer to support guidance given</p>	3	4	12	<p>JLN, DMO, Year Teams, RBR - 4/1/22</p> <p>KWS, KOS - 4/1/22</p> <p>01/22 - JLN</p>

		adult) or self-isolate for 10 days and as per government guidance								
<b>Risk of contracting the virus through lack of infection control</b>	Staff, pupils, visitors, and contractors	<p>Respiratory hygiene promoted by staff and pupils using the catch it, bin it, kill it, approach. Frequent hands washing take place – pupils and staff are still encouraged to wash their hands regularly. Academies have access to the e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene</p> <p>Small children and pupils with complex needs are provided with assistant to clean hands if needed. Skin friendly wipes are also used for those who may have any skin conditions. - check with local supplier. Pupils and staff wash their hands when changing activities, changing locations, on arrival to school and when leaving school. Sanitiser is provided in communal areas or other prominent locations/outside classroom doors. In workshops areas handwashing is preferable if this not practicable non alcohol gels are used in D&amp;T workshop areas, the school ensures when purchasing non-alcohol-based hand gels ensure they claim to kill 99.99% of viruses and bacteria. Schools refer to GL344 guidance for D&amp;T.</p> <p>PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with covid symptoms. PPE provided for staff when working children or young persons who cough, spit or vomit. Lidded bins are used throughout the academy.</p> <p>Academy uses isolation room for anyone displaying Covid symptoms until they can be sent home.</p> <p>All staff and pupils to wear face coverings in communal areas as a temporary measure directed by government – December 21</p> <p>04. 01. 22 Additional face coverings to be worn in classrooms and teaching spaces for all year 7 and above</p>	4	3	12	<p>Separate RA in place for contractors.</p> <p>Publicity in place, form time resources updated and re-distributed as part of welcome back arrangements.</p>	4	3	12	01/22 - JLN, year teams
<b>Risk of contracting the virus through local outbreaks</b>	Staff pupils	<p>Advice is followed from Director of Public health/LPHT and Regional directors and the outbreak management plan is used which may re introduce the following;</p> <ul style="list-style-type: none"> <li>● Social distancing measures</li> <li>● Bubbles</li> <li>● Face coverings</li> </ul>	4	3	12	Outbreak management plan reviewed.				01/22 - JLN

		<p>OAT Outbreak management plan is followed <a href="#">OATnet   Coronavirus advice - Home (sharepoint.com)</a></p> <p>The school contacts DfE helpline on 0800 046 8687 if they have an outbreak which is several linked cases within a 14 days period. PHE LHPT and /RD's will recommend measures if an outbreak occurs following the measures in the contingency framework.</p> <p>All close contacts (from 22<sup>nd</sup> December) must either test every day for 7 days (if under 18 or fully vaccinated adult) or self-isolate for 10 days and as per government guidance</p>				Updated arrangements distributed.				01/22 - JLN
<b>Ventilation</b>	Staff and pupil	<p>Manufacturer's guidance referred to and Professional supplier used where further advice is needed for academies own HVAC system. Guidance is followed in line with the HSE and CIBSE Heating and ventilation guidance Recirculation of air within a single room where this is complemented by an outdoor air supply is acceptable Where possible in occupied spaces windows are open for natural ventilation If it is windy, cold or raining then it may not be practical to fully open the windows/vents, however they remain open as far as reasonably possible without causing discomfort. Internal doors are propped open where appropriate. Mechanical ventilation is adjusted to increase the ventilation rate wherever possible and that only fresh outside air is circulated. Poor ventilated areas are assessed before use and steps are taken to introduce fresh air flow.</p> <p>Additional Air cleaning units are being provided for schools that are eligible</p>	4	3	12	<p>Carbon dioxide monitors will be supplied to some schools from the DfE – these should be used in areas in poorly ventilated areas. (further communication will follow)</p> <p>Site team monitor CO2 hotspots and outline to JLN to inform briefing notices.</p> <p>Staff CPD day included CV19 updates.</p>	4	3	12	<p>ongoing - site and JLN</p> <p>ongoing - site and JLN</p> <p>JLN - 4/1/22</p>
<b>Staff related absence resulting in low numbers of staff to operate</b>	Staff/ SLT/ Pupils/ Catering and cleaning staff	<p>SLT to provide contingency planning when school have a reduced number of staff in place. School follow contingency outbreak management plan on OATnet link above. Academies to bring in supply staff to cover absence if needed. Remind staff of sickness policy. Only essential task is carried out where there are staff shortages</p>	4	3	12	<p>Outbreak management plan reviewed.</p> <p>Staff absence tracked to inform timetabling implications.</p> <p>Staff feedback form distributed to</p>				<p>01/22 - JLN</p> <p>Ongoing - DCA, DON, KWS</p>

		<p>If kitchen must close, emergency sandwiches can be bought from local supermarkets on day and parents informed that pupils would need packed lunches following on from then or academy externally sourced lunch(sandwiches) provided for pupils entitled to free meals.</p> <p>In the event of significant staff absence, the principal will review the viability of school remaining open. The Head Teacher will consult with follow normal protocols as mentioned, If school is to be closed, then this will be communicated to staff and parents via email, letter, PLMR, and the school website.</p> <p>04. 01. 22 Additional face coverings to be worn in classrooms and teaching spaces for all year 7 and above</p> <p>All close contacts (from 22<sup>nd</sup> December) must either test every day for 7 days (if under 18 or fully vaccinated adult) or self-isolate for 10 days and as per government guidance</p>				inform emergency cover arrangements.				04/1/22KWS , SWA
<b>Cleaning</b>	Staff, pupils, cleaner and visitors	<p>Regular cleaning takes place and school follow the government guidance below  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Schools follow cleaning guidance from Hand contact surfaces, Frequent cleaning is increased especially for touch surfaces and equipment. Staff use the most up to date cleaning checklist updated for the pandemic.</p> <p>The school use foggers following anyone who has displayed symptoms or if an outbreak takes place, this includes fogging the isolation room.</p> <p>Staff follow the cleaning guidance on oatnet <a href="#">OATnet   Coronavirus advice - Home (sharepoint.com)</a></p> <p>Staff responsible for cleaning their own workstations/desks</p> <p>PPE is provided for staff for cleaning. Staff and pupils have their own pens and pencils.</p>	4	3	12		4	3	12	Ongoing - site
<b>Risk of transmitting the virus to vulnerable groups</b>	Staff and Pupils	<p>CEV pupils and staff follow all the advice outlined in this risk assessment. Separate HCP/RA in place for those with medical needs.</p>	4	3	12		4	3	12	Ongoing - DCA, KWS

including expectant mothers/CEV		<p>Expectant mothers have a separate risk assessment in place and is regularly reviewed.</p> <p><a href="#">RCOG/RCM guidance on coronavirus (COVID-19) in pregnancy is</a> referred to as part of the expectant mother risk assessment.</p> <p>04. 01. 22 Additional face coverings to be worn in classrooms and teaching spaces for all year 7 and above</p> <p>All close contacts (from 22<sup>nd</sup> December) must either test every day for 7 days (if under 18 or fully vaccinated adult) or self-isolate for 10 days and as per government guidance</p>								
Displaying symptoms of COVID 19 or a positive test	Staff and pupils	<p>Staff and pupils are aware not to come into the setting if they have symptoms and must be sent home to self-isolate and follow <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms</p> <p>If a child is waiting to be collected, they are moved to an isolated room if appropriate for age of the child, windows in the room are opened for ventilation. If a child cannot be isolated, they are moved to an area which is at least 2 metres away from others.</p> <p>If the child needs the bathroom, it is separate from others and cleaned and disinfected before being used by anyone else.</p> <p>Schools no longer complete contact tracing this is completed by NHS test and trace.</p> <p>Where pupils are self-isolating or have to self-isolate due to being positive with Covid remote learning is provided.</p>	4	3	12	<p>LFT positive does not need confirmatory PCR test as per updated national guidance.</p> <p>Designated CV19 medical room, with adjacent toilet, but closed for cleaning following use by positive case.</p> <p>If larger outbreak, re-purpose as interim holding area.</p>	4	3	12	<p>ongoing - ALL</p> <p>ongoing - JLN, site</p>
Asymptomatic testing	Staff and Pupils	<p>All staff and pupils to continue testing twice a week at home until further notice. For those who cannot test themselves at home the academy has a testing area available. Additional testing to be undertaken within the school setting for all secondary (consented) students within the first week in January after the Christmas holidays</p>	4	3	12	<p>ATS centre re-established, retain scaled down facility in case needed in interim.</p> <p>KWS letter, website and social media repeat importance of LFTs.</p>	4	3	12	<p>ongoing - SWA, KWS, Site</p>

<b>Mental health</b>	Staff and Pupils	The schools provide a variety of different sources for staff and pupils who may suffer from anxiety due to covid.	4	3	12	Mental health website. Academy counsellor - remote if necessary. Online wellbeing platforms e.g. Kooth MHST engagement Updated PSHE curriculum, frontloaded with mental health curriculum coverage. Remote learning package - Google Classroom.	4	3	12	JLN, DON, SPW - ongoing
<b>Educational visits</b>	Staff and Pupils	International visits do not take place before the start of the new term. Schools are aware of the travel list and the likelihood that this can change at any time. School liaise with the RD's and insurance/travel policy before looking at booking travel arrangements. Contingency plans are in place should any travel plans be cancelled. For all educational visits a separate risk assessment is completed and submitted through EVOLVE and advice is sought form Outdoor educational advisory panel (OEAP).	4	3	12	Review trips, both scheduled and proposed.	4	3	12	Ongoing - DCA, JLN

#### Acknowledgements & Signatures

<b>Risk Assessor:</b> By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.		<b>Management:</b> By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.	
<b>Risk Assessor Name and Signature</b> Jane Smith Louisa Sharpless Louisa Sharpless Louisa Sharpless	<b>Date:</b> 12 <sup>th</sup> July 2021 24 <sup>th</sup> August 2021 10/12/2021 04/01/2022	<b>Manager Name and Signature:</b>  James Lowden	<b>Date:</b>  <b>7.1.22</b>
<b>Review date: January 2022 or as and when the guidance changes</b>			

## Guidance

### Severity of Harm from this Hazard

- Total Estimated Risk = Severity x Likelihood
- Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed

Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health
5	MAJOR	Fatality

### Likelihood of Potential Exposure to this Hazard

Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.
2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.
4	Such an event is known to have occurred and is likely to re occur.
5	Almost inevitable that an incident would result / occurs frequently

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	<b>STOP THE ACTIVITY-</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level