

Risk Assessment – COVID-19 Academies (V1)

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

Title of risk assessment	COVID-19 Academies	Date of Assessment	Jan 2022
Name of Assessor	Jane Smith H&S Officer	Location	All Academies
Who may be affected?	Staff, Pupils, contractors and Visitors		
Description of activities	Varied activities within an educational setting – Primary, Secondary and post 16		
Additional Guidance used for this risk assessment and for academies to refer to.	<p>Guidance referred to for this RA Schools COVID-19 operational guidance (publishing.service.gov.uk) Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</p>		

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	
Risk of contracting the virus through lack of infection control	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. Pupils and staff wash their hands when changing activities, changing locations, on arrival to school and when leaving school.</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>	4	3	12	Separate RA in place for contractors.				

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Risk of contracting the virus through local outbreaks	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"> • Social distancing measures • Bubbles • Face coverings <p>OAT Outbreak management plan is followed OATnet Coronavirus advice - Home (sharepoint.com)</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>	4	3	12					
Ventilation	Staff and pupil	<p>Manufacturer's guidance referred to and Professional supplier used where further advice is needed for academies own HVAC system.</p> <p>Guidance is followed in line with the HSE and CIBSE Heating and ventilation guidance</p> <p>Recirculation of air within a single room where this is complemented by an outdoor air supply is acceptable</p> <p>Where possible in occupied spaces windows are open for natural ventilation</p> <p>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.</p> <p>Internal doors are propped open where appropriate.</p> <p>Mechanical ventilation is adjusted to increase the ventilation rate wherever possible and that only fresh outside air is circulated.</p> <p>Poor ventilated areas are assessed before use and steps are taken to introduce fresh air flow.</p>	4	3	12					
Staff related absence resulting in low numbers of staff to operate	Staff/ SLT/ Pupils/ Catering and cleaning staff	<p>SLT to provide contingency planning when school have a reduced number of staff in place.</p> <p>School follow contingency outbreak management plan on OATnet link above.</p> <p>Academies to be bring in supply staff to cover absence if needed.</p> <p>Remind staff of sickness policy.</p> <p>Only essential task is carried out where there are staff shortages</p> <p>If kitchen must close, emergency sandwiches can be bought from local supermarkets on day and parents</p>	4	3	12					

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		<p>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>								
Cleaning	Staff, pupils, cleaner and visitors	<p>Regular cleaning takes place and school follow the government guidance below https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</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 OATnet Coronavirus advice - Home (sharepoint.com)</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					
Risk of transmitting the virus to vulnerable groups including expectant mothers/CEV	Staff and Pupils	<p>CEV pupils and staff follow all the advice outlined in this risk assessment.</p> <p>Separate HCP/RA in place for those with medical needs.</p> <p>Expectant mothers have a separate risk assessment in place and is regularly reviewed.</p>	4	3	12					
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 https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p>	4	3	12					

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		<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. Schools no longer complete contact tracing this is completed by NHS test and trace. Where pupils are self-isolating or have to self-isolate due to being positive with covid remote learning is provided.</p>								
Asymptomatic testing	Staff and Pupils	Staff continue to test twice weekly at home	4	3	12					
Mental health	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					
Educational visits	Staff and Pupils	<p>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 from Outdoor educational advisory panel (OEAP).</p>	4	3	12					

Acknowledgements & Signatures

Risk Assessor: By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.		Management: 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.	
Risk Assessor Name and Signature Jane Smith	Date: 12 th July 2021	Manager Name and Signature:	Date

Acknowledgements & Signatures

Review date: September 2021 or as and when the guidance changes

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	STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level