

COVID-19 Academy Risk Assessment

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE MEASURES AT ARCHWAY LEARNING TRUST – LIVING WITH COVID-19		
Academy:	LEB	Department/Service/Team:	Whole Academy
		Date: 27th July 2020	Revised: 03 Sep 20/14 Sep 20/09 Oct 20 14 Oct 20/02 Nov 20/13 Dec 20/30 Dec 20/08 Jan 21/19 Jan 21/20 Jan 21/21 Jan 21/03 Feb 21/27 Feb 21/09 Mar 21/29 Ma r21./14 May 21/29 Jun 21/ 24 Feb 22/01 Apr 22

Coronavirus disease (COVID-19) is an infectious disease caused by coronavirus. The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)
- a shortness of breath
- a new feeling of being tired or exhausted
- a new feeling of an aching body
- a new persistent headache
- a sore throat
- a blocked or runny nose
- a loss of appetite
- a new bout of diarrhoea
- a new feeling of sick or being sick

Hazards Considered Step 1	Who might be harmed and how Step 2	Existing Control Measures: Step 3	Risk Rating			Further action Step 3 <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning, administrative controls, (PPE is always a last resort and alongside other measures)</i>	Actions Step 4			Risk Rating		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
Failure to follow National Government Guidelines.	Staff/students/visitors /contractors may be exposed to COVID-19.	<p>Up to date guidance sought from UKHSA.</p> <p>Up-to-date guidance is distributed and communicated through the school community, including; Governors, Staff, Union Reps, Academy Trust etc. via emails and staff briefings</p> <p>Any changes to school arrangements will be communicated to parents via Parent Mail and the school website.</p>	Likelihood	Severity	Risk Rating	<p>Principal/Vice Principal will be responsible for checking government guidance titled: Living with Covid-19. In their absence an Assistant Principal will fulfil this role. Government COVID-19 guidance is available via; COVID-19 Response: Living with COVID-19 - GOV.UK (www.gov.uk)</p> <p>Government guidance relating to schools and other educational settings is available via; Schools COVID-19 operational guidance (publishing.service.gov.uk)</p> <p>Staff to email any concerns relating to COVID-19 and the school's control measures to the Principal/Vice Principal</p> <p>Guidance sought regularly with dedicated contact at East Midlands PHE.</p>	Principal	Daily	Ongoing	Likelihood	Severity	Risk Rating
Staff / students living with a 'clinically vulnerable person'.	Staff, students, contractors and visitors may be exposed to COVID-19.	<p>People who live with those who are 'clinically extremely vulnerable' or clinically 'vulnerable can attend the workplace' but should ensure they adhere to Government guidance, and practice good hand and respiratory hygiene.</p>	Likelihood	Severity	Risk Rating	<p>Government guidance on protecting people defined on medical grounds who are classed as extremely vulnerable is available via: COVID-19 Response: Living with COVID-19 - GOV.UK (www.gov.uk)</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace but should ensure they:</p> <ul style="list-style-type: none"> • Get vaccinated • Test and self-isolate if required • Ventilate areas as much as possible • Wear a face covering in crowded and enclosed spaces especially with those that are outside of the household. 	Principal	Daily	Ongoing	Likelihood	Severity	Risk Rating

<p>Individuals within the same household as staff/students displaying symptoms or confirmed case of COVID-19.</p>	<p>Staff, students, contractors and visitors may be exposed to COVID-19.</p>	<p>Individuals can attend the workplace but should follow Government advice</p> <p>Academy Manager to monitor staff absence related to COVID-19.</p> <p>Seek advice from your HR provision if required for staff absences.</p>				<p>UKHSA/NHS guidelines outline actions which should be followed if someone in a household has symptoms of COVID-19, this can be accessed via; COVID-19 Response: Living with COVID-19 - GOV.UK (www.gov.uk)</p> <p>Staff absences should be monitored and the by the Academy Manager / SLT.</p>	Principal	Daily	Ongoing			
<p>Student displays symptoms of COVID-19 whilst at school.</p>	<p>Staff, students, contractors and visitors may be exposed to COVID-19.</p>	<p>Staff able to recognise key COVID-19 symptoms in students.</p> <p>The Government stay at home advice should be followed if students become unwell with;</p> <ul style="list-style-type: none"> • A new continuous cough, or • A high temperature • Anosmia (loss of or change in normal sense of smell. Can also affect sense of taste) <p>Any student displaying symptoms will be isolated until parent/carer arrives.</p> <p>Suitable PPE will be worn if the person supporting the student is not able to maintain a safe distance from them.</p> <p>Any staff member supervising students in the isolation area MUST maintain a distance a safe social distance (2m). Where this cannot be achieved (e.g.</p>				<p>UKHSA guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>In the event that any room is used for isolation, a full disinfecting procedure will be carried out by cleaning teams, in line with the COVID-19 cleaning guidance.</p> <p>Where it is not possible to maintain a safe distance from the symptomatic person, Personal Protective Equipment will be worn as follows:</p> <ul style="list-style-type: none"> • A surgical face mask <p>If contact with the child is required then additional PPE MUST be worn:</p> <ul style="list-style-type: none"> • Gloves • Apron • Surgical face mask <p>If there is a risk of splashing to the eyes (e.g. coughing, spitting or vomiting), then additional PPE MUST be worn:</p> <ul style="list-style-type: none"> • Gloves • Apron • Surgical face mask • Eye protection <p>Site Manager will be responsible for the isolation area. The following elements MUST be included (wherever possible);</p> <ul style="list-style-type: none"> • A room with a door that can be closed 	Principal	Daily	Ongoing			

		<p>For a child with complex needs) PPE MUST be worn.</p> <p>Parent / Carer of symptomatic child to be contacted and be collected immediately.</p> <p>999 will be called in the event of an emergency i.e. if anyone is seriously ill, injured or their life is at risk.</p> <p>If staff have specific concerns about their or others' health, they should be directed to the Public Health England advice or ring NHS 111.</p> <p>Areas where a symptomatic individual has spent time, and any objects / surfaces they have come into contact with will be suitably cleaned and / or disinfected.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases will be managed by:</p> <ul style="list-style-type: none"> • Placing in a plastic rubbish bag – tied when full. • Plastic bag placed in a second bin bag and tied. • Bins will be emptied regularly throughout the day <p>Stored for at least 72 hours before it can be placed in normal waste disposal facilities.</p>				<ul style="list-style-type: none"> • Supervision provided for pupil(s) in the isolation area. • A window available and opened for ventilation. • Access to a separate toilet (in case needed whilst awaiting collection). • An exit route – enabling symptomatic student to leave site when collected without re-entering the main school. • The cleaning/disinfection regime then implemented to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)). • Signage will be displayed to indicate the isolation area is in use and a strict “no entry” must be enforced. <p>If it is not possible to isolate individuals, they will be moved to an area which is 2m away from other people.</p> <p>When a child becomes unwell and a supervising a distance of 2m can't be maintained within the isolation area, the following PPE will be worn:</p> <ul style="list-style-type: none"> • A surgical face mask <p>If contact with the child is required then additional PPE will be worn:</p> <ul style="list-style-type: none"> • Gloves • Apron • Surgical face mask <p>If there is a risk of splashing to the eyes (e.g. coughing, spitting or vomiting), then additional PPE will be worn:</p> <ul style="list-style-type: none"> • Gloves • Apron • Surgical face mask • Eye protection <p>In the event that an academy receives notification of a confirmed case, the COVID-19 Academy Response Procedure will be followed:</p>						
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				<ul style="list-style-type: none"> If informed by pupil/parent/staff member, check authenticity of test results e.g. contact parents or ask to see the result from staff. Notify Health & Safety Manager and People Strategy Director. Advising them to: <ol style="list-style-type: none"> Self-isolate for 3 days and then return only when they receive two consecutive clear LFD results on subsequent days. (Other household members do not need to self-isolate unless the pupil/staff member who they live with subsequently develops symptoms). Get tested for COVID-19 if they develop symptoms and inform the school of their results. NB Do not share the name of the symptomatic individual with staff, pupils/parents. <ul style="list-style-type: none"> Record absences with either: code C (COVID related absence e.g. self-isolation) or code I (illness including COVID). Academy Managers to complete Covide-19 tracker to enable Trust to carry out any additional reporting and to permit trend analysis. If applicable, Paul Straw will make a report under RIDDOR if investigation determines that case is due to occupational exposure. 					
Staff member displays symptoms of COVID-19 whilst at work in school.	Staff, students, contractors and visitors may be exposed to COVID-19.	Staff must be trained and regularly reminded so that they are able to recognise key COVID-19 symptoms in themselves and colleagues. The Government stay at home guidance should be followed if staff become unwell with; <ul style="list-style-type: none"> A new continuous cough, or A high temperature 		<p>UKHSA guidance relating to coronavirus symptoms is available at: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>The government stay at home guidance is available at: COVID-19 Response: Living with COVID-19 - GOV.UK (www.gov.uk)</p> <p>Staff to be regularly reminded of the key symptoms of COVID-19 and of the procedure for dealing with symptomatic students or other staff</p>	Principal	Daily	Ongoing		

		<ul style="list-style-type: none"> Anosmia (loss of or change in normal sense of smell. It can also affect sense of taste) <p>If staff feel unwell with the above symptoms during the school day they MUST go home.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If staff have any concerns about their or others' health, they should be directed to the Public Health England advice or ring NHS 111.</p> <p>Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be suitably cleaned and disinfected. The Government guidance MUST be followed for cleaning non-healthcare settings.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> Placing in a plastic rubbish bag – tied when full. Plastic bag placed in a second bin bag and tied. 		<p>members. This information will regularly be communicated via staff briefings/posters.</p> <p>Staff who have supported unwell students, or any other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms. Staff will wash hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>In the event that an academy receives notification of a confirmed case from the employee, the COVID-19 Academy Response Procedure will be followed:</p> <ul style="list-style-type: none"> If informed by staff member, ask to see the result. Notify Health & Safety Manager and People Strategy Director. Advise to: <ol style="list-style-type: none"> Self-isolate for 5 days and then return only when they receive two consecutive clear LFD results on subsequent days. (Other household members do not need to self-isolate unless the pupil/staff member who they live with subsequently develops symptoms). Academy Managers to complete Covide-19 tracker/to enable Trust to look at trends. 				
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		<p>Stored for at least 72 hours before it can be placed in normal waste disposal facilities.</p> <p>Staff and members of their household who are experiencing COVID-19 symptoms are advised to take up testing as soon as possible.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p>										
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Additional Controls:

Hygiene:

Additional sanitiser sources are available for use – although preferred option is regular hand washing with hot water and soap and children and adults should periodically do this throughout the day. There should be regular ‘slots’ for children and adults to be able to wash their hands during the course of the day. Staff to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow ‘Catch it, Bin it, Kill-it’ and to avoid touching face, eyes, nose or mouth with unclean hands. Posters displayed throughout to encourage hand washing, sneezing, etc. Students also regularly reminded to follow the above guidance; students are encouraged to wash hands regularly. Posters displayed throughout. Where staff are supporting children with special needs, where social distancing is difficult, those staff must regularly wash hands as per guidance issued by DfE/UKHSA. UKHSA guidance is being followed in that PPE is not deemed necessary for school settings other than for risks identified by a risk assessment or where they are supporting a student or adult who develops symptoms of Covid-19 and a safe distance cannot be maintained. Sanitising stations sited at entrance points. Sanitising wipes provided in offices and classrooms.

Cleaning

Clean and disinfection of areas used at the end of the school day. Regular checks carried out by Site Manager/Cleaning Supervisor. Cleaning is two phase; cleaning (i.e. removing debris/soiling, followed by disinfection)

Cleaning concerns:

Where staff have cleaning concerns, staff have been instructed to log their issues on the estates team helpdesk so that any issues can be addressed and an audit trail of remedial action in place.

Sanitiser:

In accordance with CLEAPPS guidance, sanitiser used in labs shall not be alcohol based due to risk of flammability in a higher risk environment. Hand washing should be implemented within labs.

PPE :

PPE is issued based on risk assessment of the activity/situation.

Ventilation:

During the day, we need to balance the need to ventilate, which is an important way of diluting any airborne pathogens, against causing discomfort to occupants of the building, leading to other types of illness. We will take the following reasonably practicable measures when there is inclement weather:

- It is acceptable to open windows less wide on really cold/windy days
- You don't have to have all windows open, i.e. if there are both high and low windows, you may choose to only have one set open

- Opening windows in the morning before classrooms are used is particularly important
- Periodic opening of windows is acceptable, i.e. at least 15 minutes per hour, especially around lesson changeover, to ensure adequate ventilation
- Where rooms permit it, avoid students sitting directly next to any open windows
- Air quality will be sampled in test areas around the school on a weekly basis, and where required air purifiers will be deployed.

Segregation screens:

Where staff have a concern workspace segregation screens can remain in place. All others should be removed, packaged, and secured by the site staff.

Reference Documents:

- <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>
- <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>
- <https://www.gov.uk/coronavirus>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>
- <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands>
- <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Management of Health and Safety Regulations 1999
 The Workplace Health, Safety and Welfare Regulations 1992
 The Health and Safety at Work Act 1974
 WHO: Getting your workplace ready for COVID-19
 PHE: Advice on the Coronavirus for places of Education
 GOV.UK: Guidance to Educational Settings about COVID-19.
 CAR 2012
 The Regulatory Reform (Fire Safety) Order 2005

Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions		Review Date (Step 5):	
Assessors Signature:	Date:	Authorised By:	Date:

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
	Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)	
Likelihood of Harm Occurring				

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category MUST have a written method statement/safe system of work and arrangements MUST be made to ensure that the controls are maintained and monitored for adequacy.