

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	25th August 2021
Name of Assessor	Angela Mahoney, Health & Safety Officer	Location	Ormiston Rivers Academy
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.	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)		
Academy Action	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	
Risk of contracting the virus through lack of infection control	Staff, pupils, visitors, and contractors	Respiratory hygiene promoted by staff and pupils using the catch it, bin it, kill it, approach. Frequent hand washing – pupils and staff are still encouraged to wash their hands regularly and use sanitiser which is situated throughout the building. Academies have access to the e-Bug COVID-19 website which contains free resources, including materials to encourage good hand and respiratory hygiene. Staff to wipe down desks between lessons. Small children and pupils with complex needs are provided with assistance to clean hands if needed. Pupils and staff wash/sanitise 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, inside/outside classrooms. . In workshop areas handwashing is preferable if this not practicable non alcohol gels are used in D&T	4	3	12	Separate RA in place for contractors.	4	3	12	Regular site checks conducted, additional signage installed and enhanced cleaning regime implemented. ALL STAFF

		<p>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&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 with children or young persons who cough, spit or vomit.</p> <p>Academy uses isolation room for anyone displaying Covid symptoms until they can be sent home.</p>								<p>Adequate stocks of PPE available.</p> <p>Isolation room identified with restricted use.</p>
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/ORA Outbreak management plan is follow:</p> <p>https://docs.google.com/document/d/1X3vYsOy8WNPIM_sjqh_LoLrLrb1TsEJ/edit?usp=sharing&oid=109168947098757803165&rtpof=true&sd=true</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		4	3	12	Principal to direct on required actions should an outbreak occur.
Ventilation	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.</p>	4	3	12		4	3	12	<p>All maintenance to be kept up to date in accordance with compliance requirements. Any issues to be addressed by site staff and dealt with as high priority.</p> <p>Staff to ensure RA followed and report any issues. Fire doors must not be propped open.</p>

		Poor ventilated areas are assessed before use and steps are taken to introduce fresh air flow.								
Staff related absence resulting in low numbers of staff to operate	Staff/ SLT/ Pupils/ Catering and cleaning staff	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 tasks are carried out where there are staff shortages 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. In the event of significant staff absence, the Principal will review the viability of school remaining open, consulting with relevant parties and following normal protocols. If school is to be closed, then this will be communicated to staff and parents via email, letter, PLMR, and the school website.	4	3	12		4	3	12	Reiterated to staff on return inset day. Principal to instigate closure, supported by SLT to ensure communication is clear and concise
Cleaning	Staff, pupils, cleaner and visitors	Regular cleaning takes place and school follow the government guidance below https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Frequent cleaning of touch surfaces i.e. doors, handles, desks. Desks to be wiped down between lessons Staff responsible for cleaning their own workstations/desks Staff use the most up to date cleaning checklist updated for the pandemic. Staff follow the cleaning guidance on oatnet OATnet Coronavirus advice - Home (sharepoint.com) PPE is provided for staff for cleaning. Staff and pupils have their own pens and pencils.	4	3	12		4	3	12	Every classroom contains, blue roll and antibacterial spray which should be used to wipe down desks between lessons. Hand sanitizer placed in every classroom and in corridors. Sharing of equipment to be discouraged – all students should have the expected

										equipment for learning.
Risk of transmitting the virus to vulnerable groups including expectant mothers/CEV	Staff and Pupils	CEV pupils and staff follow all the advice outlined in this risk assessment. Separate HCP/RA in place for those with medical needs. Expectant mothers have a separate risk assessment in place and is regularly reviewed.	4	3	12		4	3	12	Student Support/HR Manager ensure appropriate care plans in place
Displaying symptoms of COVID 19 or a positive test	Staff and pupils	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/ 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 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. 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.	4	3	12		4	3	12	Principal to make clear needs and expectations with regard to symptoms and self isolation.
Asymptomatic testing	Staff and Pupils	Students receive 2 on-site lateral flow device tests, 3 to 5 days apart on return to school. Pupils return to school staggered during the first week to help manage testing. Pupils test twice a week from home until the end of September when this will be reviewed further. For those who cannot test themselves at home the academy has a testing area available.	4	3	12		4	3	12	Schedules to be in place for testing. Meeting Room 1 to be used for testing where needed.
Mental health	Staff and Pupils	The Academy provides a variety of different sources for staff and pupils who may suffer from anxiety due to covid.	4	3	12		4	3	12	In place

Educational visits	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		4	3	12	
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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 Louisa Sharpless Angela Mahoney	Date: 12 th July 2021 24 th August 2021 25 th August 2021	Manager Name and Signature: <i>Angela Mahoney</i>	Date: 25th August 2021
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