

# Risk Assessment

Risk Assessment No: Activities

<b>Area/Activity Assessed</b>	Academy Phase 3 Reopening – COVID 19	<b>Date</b>	25 <sup>th</sup> August 2020
<b>Assessment Completed By</b>	Gareth Jones and Jeniffer Sing	<b>Person(s) Consulted</b>	Compliance Education

<b>Persons Exposed</b>	<b>Employees</b> <input checked="" type="checkbox"/>	<b>Contractor</b> <input checked="" type="checkbox"/>	<b>Young Person</b> <input checked="" type="checkbox"/>	<b>Expectant Mother</b> <input type="checkbox"/>	<b>Visitors and/or Public</b> <input checked="" type="checkbox"/>	<b>Trespassers</b> <input type="checkbox"/>
<b>Frequency of Exposure</b>	<b>Continually</b> <input type="checkbox"/>	<b>Hourly</b> <input type="checkbox"/>	<b>Daily</b> <input checked="" type="checkbox"/>	<b>Weekly</b> <input type="checkbox"/>	<b>Monthly</b> <input type="checkbox"/>	<b>Yearly</b> <input type="checkbox"/>
<b>Duration of Exposure</b>	<b>Less than 1hr</b> <input type="checkbox"/>	<b>1-2 hrs</b> <input type="checkbox"/>	<b>3-4 hrs</b> <input type="checkbox"/>	<b>5-6 hrs</b> <input type="checkbox"/>	<b>7-8 hrs</b> <input type="checkbox"/>	<b>More than 8 hrs</b> <input checked="" type="checkbox"/>

Probability - (5=Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely)  
 Severity - (5=Catastrophic, 4=Major, 3=Moderate, 2=Minor, 1=Insignificant)

0-8 - Low risk No Action Required.  
 9-15 - Medium risk Ensure adequate controls are in use.  
 16-25 - High Risk Stop operation and implement adequate control measures

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
1	Academy reopening after lockdown	4	3	12	<ul style="list-style-type: none"> <li>Where necessary building will be deep cleaned before reopening.</li> <li>All staff are competent and instructed with regards to the procedures in place for the protection against infection from Covid-19.</li> <li>The Academy's reopening plan has been created in line with current Government, Public Health, DfE guidelines.</li> </ul> <p><b>As part of the Governments guidelines</b></p> <ul style="list-style-type: none"> <li>All staff and students will have access to coronavirus tests via the NHS website.</li> <li>A phased return will see some staff and students returning to Academy at the earliest date of the 2<sup>nd</sup> September 2020. This will be staggered until Wednesday 9<sup>th</sup> September 2020</li> <li>Strict guidelines have been produced and will be implemented by the Academy as far as reasonably practicable. (<i>The Academy reopening plan</i>)</li> </ul>	4	2	8	A plan has been created for the Academy. All staff have been trained. Parents have regular communication.

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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
2	Coronavirus spread from one country to another	4	3	12	<ul style="list-style-type: none"> <li>Current UK Government Travel guidelines will be followed.</li> <li>Where necessary Head of Academy will instruct all students and staff who have travelled abroad to adhere to current government guidelines and (<i>Self-isolate for 14 days at a declared UK address</i>).</li> </ul>	4	1	4	
3	Staff and Students who have received medical advice regarding social distancing, shielding due to underling health condition or classed as a vulnerable person because a member of their household is vulnerable, or they are from the BAME community.	4	4	16	<ul style="list-style-type: none"> <li>The Academy has liaised with their staff and parents to ascertain which members of staff and students are at higher or moderate risk from coronavirus.</li> <li>Where necessary the Academy has carried out Vulnerable Persons' risk assessment, reviewed Educational Care Plans and conducted a Needs Assessment.</li> <li>Staff and Parents will follow the advice given to them by their/or their child's General Practitioner.</li> <li>Staff and Parents have a responsibility to keep their/the manager/head of Academy informed of any changers to their/or their child's condition or the advice given to them by their/or their child's General Practitioner.</li> <li>The Academy has reviewed each indivual case to ensure all necessary precautions are in place to protect each vulnerable person.</li> <li>Temporary adjustments when necessary will be put in place.</li> </ul>	4	2	8	Vulnerable person RA forms completed separately.

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
4	<p>Staff and Students showing signs or confirmed of having Coronavirus COVID-19 in the last 7 days</p> <p>Or a member of their household is suspected or confirmed with having Coronavirus</p>	4	2	8	<ul style="list-style-type: none"> <li>Staff and Students are instructed <b>NOT</b> to attend the Academy if they or a member of their household are displaying Coronavirus symptoms.</li> <li>Staff and Students are asked to follow the advice of the NHS/GP and should self-isolate for 10 to 14 days.</li> <li>Up on instruction of the NHS/GP all persons and persons linked to a person showing signs of coronavirus will be tested.</li> <li>All staff and parents have a responsibility to inform the Academy immediately of the result of the COVID-19 test (Negative/Positive)</li> <li>A staffing plan is in place to ensure safe staffing levels are achievable, agreed established and monitored appropriate to group sizes/ pupil needs and the activities required.</li> </ul>	4	1	4	

5	Staff and Students displaying symptoms.	4	3	12	<p><b>Whilst on site.</b></p> <ul style="list-style-type: none"> <li>The Academy will be notified immediately.</li> <li>Staff and Students displaying symptoms of Coronavirus will be sent home.</li> <li>All remaining staff and students will be kept informed of the persons condition and asked to monitor their own health.</li> <li>A suspected coronavirus letter will be sent home with each student and parents/carers are asked to monitor the health of their child.</li> <li>Where necessary, the infected person will be moved to a designated isolation room whilst they await medical assistance and/or arrangements are made for the person to be collected and taken home.</li> <li>Suitable PPE is available for First Aiders or staff providing care in a distance of 2 metres cannot be maintained.</li> <li>Staff and students who have been in contact with the ill person will wash their hands thoroughly for 20 seconds.</li> <li>Upon instruction of the NHS/GP all persons showing signs of coronavirus will be tested.</li> <li>All staff and students have a responsibility to inform the Academy immediately of the result of the COVID-19 test (Negative/Positive)</li> <li>A staffing plan is in place to ensure safe staffing levels are achievable, agreed, established and monitored appropriate to group sizes/ pupil needs and the activities required.</li> </ul> <p><b>Positive Result</b></p> <ul style="list-style-type: none"> <li>The Head of School will notify Local Health Protection Team, Compliance Education and Academy Governors/Trust/LA</li> <li>Coronavirus Letter will be sent out to all parents and staff who have had contact with the ill person (This is provided by LHPT) The Academy will work closely with the Local Health Protection Team and follow their advice, even if this means sending large groups of staff and students' home or the complete closure of the Academy.</li> </ul>	4	2	8	
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		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> <li>Where possible classrooms are secured and left for 72 hours before a <b>DEEP CLEAN</b> is carried out. This will allow time for the virus to naturally die and will protect the cleaning staff.</li> </ul>				

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
	Unable to social distance on public transport	4	3	12	<p><b>Dedicated Academy transport</b></p> <ul style="list-style-type: none"> <li>Staff and students are advised to practice social distancing</li> <li>Where possible students are grouped together on transport which reflects the bubble or year group adopted by the Academy</li> <li>Hands are sanitised upon boarding and/or/disembarking</li> <li>The Academy vehicle is cleaned regularly.</li> <li>Students are instructed to maintain an orderly queue and where possible seated in order of dismemberment.</li> <li>All students will wear a face covering if they are likely to come into contact with people outside their group/bubble</li> </ul> <p><b>Public Transport</b></p> <ul style="list-style-type: none"> <li>Staff and students are advised to practice social distancing</li> <li>All staff and students will wear a face covering</li> <li>The Academy will endeavour to encourage staff and students to walk or cycle to Academy or will look at staggering start and finish times to ease the congestion on public transport</li> </ul> <p><b>Car Sharing or Parents picking students up</b></p> <ul style="list-style-type: none"> <li>All staff and students will wear a face covering if they are traveling with person from another household.</li> <li>Parents are responsible for the safety of their own children; Parents will arrange all travel arrangements between themselves.</li> </ul> <p><b>Cycling</b></p> <ul style="list-style-type: none"> <li>The Academy have adequate/installed further bicycle security sheds/racks.</li> </ul> <p><b>Training for removing face coverings</b></p> <ul style="list-style-type: none"> <li>The Academy will provide safe instruction to all staff and students on the importance of wearing a face covering and how to put it on and remove safely.</li> </ul>	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
	Unable to social distance on corridors and communal areas	4	4	9	<ul style="list-style-type: none"> <li>Face coverings to be worn by students in between lessons and in indoor communal areas</li> <li>Lidded bins on each entrance and bubble area specifically for the disposal of face masks/coverings</li> <li>Students to regularly be given guidance on how to apply and remove a face mask/covering safely</li> <li>Staff to be given the option of wearing a face visor</li> </ul>	3	4	7	
	Unable to social distance when administering first aid	5	2	10	<ul style="list-style-type: none"> <li>The Academy will ensure an adequate number of First Aiders (First Aid at Work, Emergency First Aid) are always available.</li> <li>The Academy will ensure staff requalification dates have not lapsed.</li> <li>The Academy will ensure all First Aiders receive refresher training to ensure they are: <ul style="list-style-type: none"> <li>Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination.</li> <li>Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc.</li> <li>Aware of the importance to keep up to date with relevant First Aid Advice</li> <li>Aware of their own capabilities</li> </ul> </li> </ul> <p><b>RIDDOR</b></p> <ul style="list-style-type: none"> <li>The Academy will work closely with the Local Health Protection Team and follow their advice</li> <li>The Academy will contact Compliance Education/Trust/LA immediately to report any confirmed Coronavirus cases or serious injuries as it may be necessary to file an HSE RIDDOR report.</li> </ul>	5	1	5	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
	Unable to social distance during an emergency	5	2	10	<ul style="list-style-type: none"> <li>• Fire Risk Assessment completed in accordance with the Regulatory Reform (Fire Safety) Order 2005.</li> <li>• All alarm and emergency lighting systems are maintained by appointed competent contractor.</li> <li>• The COVID-19 fire procedure is explained to all staff members before the Academy reopens to students.</li> <li>• Regular fire evacuation drills are practiced termly as a minimum.</li> <li>• All staff members receive fire awareness training at regular intervals.</li> <li>• Smoking prohibited in the building and grounds in line with current legislation.</li> </ul>	5	1	5	



	Persons not following Social Distancing rules	4	3	12	<ul style="list-style-type: none"> <li>Staff and students repeatedly disobeying the rules will be placed on a behavioural support plan. <a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-Academys">https://www.gov.uk/government/publications/behaviour-and-discipline-in-Academys</a></li> <li>The Academy will do everything possible to minimise contact and mixing while delivering a broad and balanced curriculum.</li> <li>All staff and students are instructed in the importance of minimising contact and practicing social distancing where possible.</li> </ul> <p><b>This includes etc:</b></p> <ul style="list-style-type: none"> <li>Following all temporary alterations to the Academy's routine and procedures that have been implemented by the Head of School and SLT to protect both the staff and students.</li> <li>Staff and students are required to wash their hands for 20 seconds regularly throughout the day. Hand sanitiser units are strategically placed around the building to supplement hand washing.</li> <li>Staff and students are instructed to wash their hands before and after using equipment and eating, on arrival and when changing rooms.</li> <li>Staff and students are encouraged to cover their mouth and nose with a tissue. 'catch it, bin it, kill it'</li> <li>Cleaning routines have been enhanced.</li> <li>The Academy timetable has been adjusted to factor in the need to stagger access/egress, breaks, lunch etc in order to reduce movement around the building.</li> <li>Where possible staff and students will refrain from having close face to face contact with another person.</li> <li>Staff are instructed to maintain a 2 metres distance at all times from students and other members of staff.</li> <li>Staff and students are discouraged from gathering in large close groups.</li> <li>Staff and students are instructed to keep to the left-hand side of the corridor and stairs whilst walking around site.</li> </ul>	4	1	4	Instruction leaflets and posters and signage all around the Academy site.
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		Severity	Probability	Risk		Severity	Probability	Risk	
					See Academy Plan for further details on how the Academy will manage and implement social distancing measures.				

2	Lack of Social Distancing around site and in classrooms.	4	3	12	<p>Each department are responsible for creating, managing and implementing their own social distancing/minimal contact plan. All plans have been passed by Head of School and SLT</p> <p><b>Site Manager/Caretaker and Cleaners/Cleaning Contractors</b></p> <ul style="list-style-type: none"> <li>▪ Ensure all predetermined routes are clearly sign posted/marked.</li> <li>▪ A COVID classroom capacity assessment has been carried out on each classroom and practice area/Learning Area to ascertain how many students and staff can occupy that space safely.</li> <li>▪ Protective screening is erected where required</li> <li>▪ All unnecessary furniture is removed and stored safely.</li> <li>▪ All internal ventilation symptoms are checked to ensure they comply with current guidance and are maintained.</li> <li>▪ The Academy will manage contractors to ensure all works carried out do not have an impact on the staff and student's health.</li> <li>▪ The caretaker/cleaners will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly.</li> <li>▪ The caretakers will decommission water fountains.</li> <li>▪ The caretakers/cleaners will ensure alcohol (&gt;60%) hand sanitiser/gel is made available to the whole Academy for more hygienic hand washing</li> <li>▪ The infectious control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the Academy.</li> <li>▪ Rota's are implemented or adapted to ensure the Academy is cleaned and maintained regularly throughout the day</li> <li>▪ Will check cleaning product, handwashing/drying, hand sanitizer and PPE stock levels are maintained.</li> </ul>	4	1	4	
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				<ul style="list-style-type: none"> <li>▪ Will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used.</li> <li>▪ Will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH risk assessment</li> <li>▪ Vending machines are wiped down regularly.</li> </ul> <p><b>Catering Manager Department</b>  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p> <ul style="list-style-type: none"> <li>▪ The catering manager will ensure relevant staff have food hygiene certificates or other training in food handling.</li> <li>▪ The catering staff will ensure all stored food that requires refrigeration, is covered and dated within a refrigerator, at a temperature of 5°C or below.</li> <li>▪ The catering staff will ensure food is bought from reputable sources and used by recommended date.</li> <li>▪ The catering staff will ensure personal hygiene and handwashing is maintained.</li> <li>▪ The catering manager will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day.</li> <li>▪ The catering staff will clean and disinfect food storage and preparation areas.</li> <li>▪ The catering staff will ensure a clean uniform is worn each day.</li> <li>▪ The catering manager will ensure PPE is worn when preparing and serving food (gloves, hair net/hat, apron?)</li> <li>▪ The catering manager will review their menu to reduce the number of catering staff in the kitchen at any one time.</li> <li>▪ The catering manager will plan their meals to reflect the equipment needed and its location.</li> <li>▪ The catering manager will look at ways to protect staff whilst serving.</li> <li>▪ Screens have been erected where necessary</li> </ul>				
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				<ul style="list-style-type: none"> <li>▪ Contactless payments are implemented</li> </ul> <p><b>Library Department</b></p> <ul style="list-style-type: none"> <li>▪ The Academy will keep abreast of all current guidelines in relation to library safety.</li> <li>▪ The Academy will review their staff rota so social distancing in the office is maintained.</li> <li>▪ The Academy will review their collection and return books process.</li> <li>▪ The Academy will monitor and manage the number of persons in the library at any one time.</li> <li>▪ Rooms are well ventilated</li> </ul> <p><b>Heads of Department (Maths, English, Geography etc)</b></p> <ul style="list-style-type: none"> <li>▪ The Department Heads will review the syllabus to ascertain and make provision for distance learning, remote teaching etc</li> <li>▪ The Department Heads will review the COVID classroom/practice area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind.</li> <li>▪ All staff will carry out dynamic risk assessments regularly and make adjustments when necessary.</li> <li>▪ Where possible each year groups are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups.</li> <li>▪ Practical sessions are programmed in various rooms around site and at different times to reduce the movement of persons around the building and to ensure each classroom is cleaned before being used by another year group.</li> <li>▪ Rooms are well ventilated where possible</li> </ul> <p><b>Heads of Department (Drama, Music and PE)</b></p> <ul style="list-style-type: none"> <li>▪ The Department Heads will keep abreast of all current guidelines in relation to their specialist subjects.</li> <li>▪ All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind</li> </ul>				
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				<ul style="list-style-type: none"> <li>▪ The PE department will follow current guidelines and only introduce contact sports, indoor gym sessions when it is safe to do so. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a> <a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a> <a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a>.</li> <li>▪ The Head of Music will follow current guidelines and only introduce wind instrument practical rehearsals/lessons when it is safe to do so.</li> <li>▪ Drama and music rehearsals/lessons are structured to minimise close contact with others.</li> <li>▪ The department heads will review the syllabus to ascertain and make provision for distance learning, remote teaching etc.</li> <li>▪ The Department heads will review the COVID classroom/practice/sports area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind.</li> <li>▪ Where possible each year groups are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups</li> <li>▪ Where necessary floor marks/grids are marked out as a visual reminder of the importance of minimising contact/maintaining social distancing.</li> <li>▪ Practical lesson plans are reviewed to minimising contact/ensure social distancing is maintained.</li> <li>▪ Practical sessions are programmed in various locations around site and at different times to reduce the movement of persons around the building.</li> <li>▪ Small groups will use the larger rehearsal rooms when necessary to reduce the risk of students catching the virus from respiratory aerosol</li> </ul>				
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				<ul style="list-style-type: none"> <li>▪ All staff will carry out dynamic risk assessments regularly and make adjustments when necessary.</li> <li>▪ Rooms are well ventilated where possible.</li> </ul> <p><b>Heads of Department (DT, ART, Cookery, Science etc)</b></p> <ul style="list-style-type: none"> <li>▪ The department heads will keep abreast of all current guidelines in relation to their specialist subjects.</li> <li>▪ All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind.</li> <li>▪ The department heads will review the syllabus to ascertain and make provision for distance learning, remote teaching etc.</li> <li>▪ The department heads will review the COVID classroom capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind.</li> <li>▪ Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups</li> <li>▪ All staff will carry out dynamic risk assessments regularly and make adjustments when necessary.</li> <li>▪ Students will be instructed to maintain good hand hygiene.</li> <li>▪ Touch points on equipment will be wiped down regularly.</li> <li>▪ PPE is worn as per equipment, COSHH requirements and where social distancing cannot be maintained.</li> <li>▪ Rooms are well ventilated</li> </ul> <p><b>Offices/Reception</b></p> <ul style="list-style-type: none"> <li>▪ A staff rota is in place in order to maintain social distancing in offices.</li> <li>▪ Where necessary temporary offices are created around the Academy and/or screens are erected.</li> <li>▪ Touch points on equipment will be wiped down regularly.</li> </ul> <p><b>Reception Area</b></p> <ul style="list-style-type: none"> <li>▪ The reception desk is fully enclosed with a screen</li> </ul>				
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					<ul style="list-style-type: none"> <li>▪ A protective screen has been installed to the reception desk.</li> <li>▪ Only essential visitors and contractors are allowed on site and by appointment only.</li> <li>▪ Visitors are discouraged from gathering in large groups.</li> <li>▪ All unnecessary furniture in the reception area has been removed.</li> <li>▪ Where possible staff will refrain from having close face to face contact with others</li> <li>▪ Rooms are well ventilated where possible.</li> </ul> <p><b>See Academy Plan for further details on how each department will manage and implement COVID safety measures.</b></p>				



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No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
	Students mixing with other groups during Extra-curricular Provision	4	3	12	<ul style="list-style-type: none"> <li>▪ The Academy has assessed the need to resume breakfast and after-Academy provision.</li> <li>▪ The Academy can offer breakfast/after-Academy provision from the start of the Autumn term but this will be a reduced offer. This will be reviewed at half term.</li> <li>▪ Students where possible will be placed in year group bubble.</li> <li>▪ Students will be encouraged to bring their own snacks and drinks at break.</li> <li>▪ Physical sports and activity groups will follow the same regulations as curriculum PE.</li> </ul> <p><a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a></p>	4	1	4	

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
	Arranging and/or attending inappropriate Education Visitors	4	3	12	<ul style="list-style-type: none"> <li>▪ No overnight UK or Overseas Educational Visits will be organised or take place until it is deemed safe to do so.</li> <li>▪ The Academy Educational Visits Co-ordinator is responsible for arranging none-overnight domestic educational visits.</li> <li>▪ All none-overnight educational visits will be arranged with both educational value and coronavirus in mind.</li> <li>▪ All Educational Visits will be checked and approved by the Head of Schools prior to the trip taking place.</li> <li>▪ Each educational visit will be recorded on EVOLVE and will be checked by your EVOLVE Officer. (Compliance/Local Authority)</li> </ul>	4	1	4	

7	<p>Unable to stop the virus from spreading</p> <p><b>Personal Hygiene</b></p>	4	3	12	<p><b>Transmission</b></p> <ul style="list-style-type: none"> <li>The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs or sneezes.</li> <li>This virus can be readily isolated from respiratory secretions.</li> <li>There are two routes by which COVID-19 can be spread: directly from close contact with an infected person (within 2 metres) where respiratory secretions can enter the eyes, mouth, nose or airways - this risk increases the longer someone has close contact with an infected person who has symptoms.</li> <li>Secondly, indirectly by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching one's own mouth, nose, or eyes.</li> </ul> <p><b>Handwashing</b></p> <ul style="list-style-type: none"> <li>Handwashing is one of the most important ways of controlling the spread of infections,</li> <li>The recommended method is the use of liquid soap, warm water and paper towels.</li> <li>Always wash hands after using the toilet, before eating or handling food, and after handling animals.</li> </ul> <p><b>Coughing and sneezing</b></p> <ul style="list-style-type: none"> <li>Coughing and sneezing easily spread infections. Persons are encouraged to cover their mouth and nose with a tissue.</li> <li>Wash hands after using or disposing of tissues.</li> <li>Spitting should be discouraged.</li> </ul> <p><b>Personal protective equipment (PPE).</b></p> <ul style="list-style-type: none"> <li>PPE for cleaners as per MSDS and/or COSHH risk assessments</li> <li>PPE for cleaners when completing a Deep Clean</li> <li>The correct PPE should be used when handling cleaning chemicals.</li> <li>PPE is worn as per the cleaning chemicals COSHH risk assessment or MSDS.</li> <li>PPE is worn by First Aiders</li> </ul>	4	1	4	
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<b>8</b>	<p>Unable to stop the virus from spreading</p> <p><b>General Cleaning</b></p>	4	3	12	<p><b>Cleaning of the environment,</b></p> <ul style="list-style-type: none"> <li>The Academy is cleaned with normal household disinfectant.</li> <li>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</li> <li>Objects which are visibly contaminated with body fluids.</li> <li>All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</li> <li>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.</li> <li>Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE</li> </ul> <p><b>Cleaning of blood and body fluid spillages.</b></p> <ul style="list-style-type: none"> <li>All spillages of blood, faeces, saliva, vomit, nasal and eye discharges should be cleaned up immediately (always wear PPE).</li> <li>When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer's instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface.</li> <li>Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.</li> </ul> <p><b>Clinical waste.</b></p> <ul style="list-style-type: none"> <li>Always segregate domestic and clinical waste, in accordance with local policy.</li> <li>Used nappies/pads, gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins.</li> <li>All clinical waste must be removed by a registered waste contractor.</li> <li>All clinical waste bags should be less than two-thirds full and stored in a dedicated area.</li> </ul>	4	1	4	
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<b>9</b>	Failure to Deep Clean the Academy after a member of staff or child is suspected of having coronavirus COVID-19	4	3	12	<p><b>Deep Cleaning.</b></p> <ul style="list-style-type: none"> <li>The Academy is cleaned with normal household disinfectant after someone with the suspected coronavirus COVID-19 has left to reduce the risk of others being infected.</li> <li>Where possible the area is closed and secure for 72 hours before the commencement of the deep cleaning.</li> <li>Suitable personal protective equipment is available fluid resistant type IIR surgical mask Disposable gloves and apron Disposable eye protection (where there is a risk of splashing).</li> <li>Once used all PPE is disposed of</li> <li>Hands are washed before and after cleaning for at least 20 seconds.</li> <li>Handwashing facilities are available i.e. hot water, soap, hand sanitiser, paper towels etc.</li> <li>Pregnant staff or staff with a low immune system must take care and use the precautions available when dealing with bodily fluids</li> </ul> <p><b>Cleaning of the environment,</b></p> <ul style="list-style-type: none"> <li>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</li> <li>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</li> <li>Objects which are visibly contaminated with body fluids</li> <li>All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells</li> <li>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</li> <li>Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine</li> </ul>	4	1	4
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				<ul style="list-style-type: none"> <li>• A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants</li> <li>• If an alternative disinfectant is used within the Academy, this should be checked and ensure that it is effective against enveloped viruses</li> <li>• Avoid creating splashes and spray when cleaning.</li> <li>• Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</li> <li>• When items cannot be cleaned using detergents or laundered, for example,</li> <li>• Upholstered furniture and mattresses, steam cleaning should be used.</li> <li>• Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</li> <li>• If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.</li> </ul> <p><b>Clinical waste.</b></p> <ul style="list-style-type: none"> <li>• Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):</li> <li>• 1. Should be put in a plastic rubbish bag and tied when full.</li> <li>• 2. The plastic bag should then be placed in a second bin bag and tied.</li> <li>• 3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> <li>• Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</li> <li>• If the individual tests negative, this can be put in with the normal waste</li> </ul>				
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# Risk Assessment

Risk Assessment No: Activities

No	Hazard	Initial			Existing Control Measures	Residual			Additional Controls
		Severity	Probability	Risk		Severity	Probability	Risk	
					<ul style="list-style-type: none"> <li>If the individual tests positive, then store it for at least 72 hours and put in with the normal waste</li> <li>If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment</li> </ul>				

ACTION ARISING FROM RISK ASSESSMENT					
No	Risk Rating	Action Required:	Person (s) Responsible	Target Date	Date Completed
	n/a	<ul style="list-style-type: none"> <li>Continual monitoring of government guidance</li> </ul>	Jeniffer Sing/Gareth Jones	Daily	On-going



## Useful Websites

Health and Safety Responsibilities	<a href="https://www.gov.uk/government/publications/health-and-safety-advice-for-Academys/responsibilities-and-duties-for-Academys">https://www.gov.uk/government/publications/health-and-safety-advice-for-Academys/responsibilities-and-duties-for-Academys</a> <a href="https://www.hse.gov.uk/services/education/sensible-leadership/Academy-leaders.htm">https://www.hse.gov.uk/services/education/sensible-leadership/Academy-leaders.htm</a> <a href="https://www.hse.gov.uk/services/education/faqs.htm#a1">https://www.hse.gov.uk/services/education/faqs.htm#a1</a>
Business Continuity Plan	<a href="https://www.gov.uk/guidance/emergencies-and-severe-weather-Academys-and-early-years-settings">https://www.gov.uk/guidance/emergencies-and-severe-weather-Academys-and-early-years-settings</a>
Guidance for full opening – Academys (published 2 <sup>nd</sup> July 2020)	<a href="https://www.gov.uk/government/publications/actions-for-Academys-during-the-coronavirus-outbreak/guidance-for-full-opening-Academys">https://www.gov.uk/government/publications/actions-for-Academys-during-the-coronavirus-outbreak/guidance-for-full-opening-Academys</a>
Current guidance on shielding	<a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>
Current guidance on Clinically vulnerable	<a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a>
Other nonmedical vulnerable people	<a href="https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes">https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</a>
Providing extra mental health support	<a href="https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers">https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</a> <a href="http://www.educationsupport.org.uk/">http://www.educationsupport.org.uk/</a> <a href="https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380">https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380</a>
Behaviour Expectations	<a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-Academys">https://www.gov.uk/government/publications/behaviour-and-discipline-in-Academys</a>
Remote Education Support	<a href="https://www.gov.uk/government/publications/actions-for-Academys-during-the-coronavirus-outbreak/guidance-for-full-opening-Academys#res">https://www.gov.uk/government/publications/actions-for-Academys-during-the-coronavirus-outbreak/guidance-for-full-opening-Academys#res</a> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources">https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</a> <a href="https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-Academys/">https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-Academys/</a>

	<a href="https://edtech-demonstrator.lgfl.net/">https://edtech-demonstrator.lgfl.net/</a>
	<a href="https://get-help-with-tech.education.gov.uk/about-bt-wifi">https://get-help-with-tech.education.gov.uk/about-bt-wifi</a>
Coronavirus Symptoms	<a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a>
Stay at home guidance	<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>
Arranging a Test	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>
Testing and Tracing	<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a>
Contacting your Local Health Protection Team	<a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a>
Guidance on staff wearing PPE	<a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>
Site Manager/Caretaker	<a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a>
	<a href="https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown">https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</a>
	<a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>
Cleaning	<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>
Catering	<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a>
Safer Travel	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>
Educational Visits	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</a>
	<a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a>
Extra-curricular provision	<a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-Academy-clubs-and-other-out-of-Academy-settings-for">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-Academy-clubs-and-other-out-of-Academy-settings-for</a>

	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-outbreak/protective-measures-for-out-of-Academy-settings-during-the-coronavirus-covid-19-outbreak">children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-Academy-settings-during-the-coronavirus-covid-19-outbreak</a>
Physical Education and Sports	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a>
	<a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a>
	<a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a>
Science and Design Technology	<a href="http://www.cleapss.org.uk/">http://www.cleapss.org.uk/</a>
	<a href="https://www.ase.org.uk/resources/health-and-safety-resources">https://www.ase.org.uk/resources/health-and-safety-resources</a>
	<a href="https://www.data.org.uk/for-education/health-and-safety">https://www.data.org.uk/for-education/health-and-safety</a>

## Acknowledgement

The following members of staff have read this risk assessment.  
Their signatures are confirmation that they have read and understood all of that which is within its contents.

Name	Signature	Date	Name	Signature	Date