

## 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	13 <sup>th</sup> December 2021
Name of Assessor	Jane Smith H&S Officer	Location	George Salter Academy
Who may be affected?	Staff, Students, 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 <a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/94421/schools-covid-19-operational-guidance.pdf">Schools COVID-19 operational guidance (publishing.service.gov.uk)</a>  <a href="https://www.gov.uk/government/publications/contingency-framework-for-education-and-childcare-settings">Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</a>		

### Year Group Zones

Year group	Zone	Entrance/ Exit	Arrival and Social space
7	Science	PE Gate	Netball courts
8	Art block A1 -10	PE Gate	Basketball courts
9	Maths MA1-10	Dudley Street	Main Quad
10	HUMs block	PE Gate	Claypit Lane car park
11	English EN1-LA4	Main entrance	Science quad
12/13	Sixth Form Block	Sixth Form Gate	Common room/Area behind Maths





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 13th December) are advised to</p> <p>All staff and pupils reminded to follow all existing hygiene controls and to stay at home with symptom</p>	3	4	12					
<b>Risk of contracting the virus through lack of infection control</b>	Staff, students, visitors, and contractors	<p><b>Respiratory hygiene.</b> All classrooms have tissues and bins. 'Catch it, bin it, kill it' strategy is promoted through staff CPD, tutor time, website &amp; social messages and parent communications by staff and students using the catch it, bin it, kill it, approach.</p> <p><b>Hand hygiene</b> Frequent hands washing take place – students and staff are still encouraged to wash their hands regularly. All classrooms have hand sanitising stations Students are reminded regularly of the importance to hand wash or hand sanitise. Students and staff wash their hands when changing activities, changing locations, on arrival to the academy and when leaving the academy.</p> <p>GSA makes use of e-Bug COVID-19 website to encourage good hand and respiratory hygiene</p> <p><b>PPE</b> PPE is distributed to staff who provide intimate care for students and for cases where a student becomes unwell with COVID symptoms. PPE provided for staff when working children or young persons who cough, spit or vomit.</p> <p><b>COVID SYMPTOMS</b> 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>	4	3	12	Separate RA in place for contractors.				
<b>Risk of contracting the virus through local outbreaks</b>	Staff students	<p>Students continue to enter and exit the academy via designated zoned points. Social time zones continue to operate. Year groups are based in zones for tutor time and PSHE. Seating plans are in place and adhered to in all classrooms.</p>	4	3	12					

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		<p>No fact to face assemblies</p> <p>Students do not eat plated meals in the canteen in HT1.</p> <p>All staff CPD to be remote until further notice</p> <p>No large gatherings indoors – (eg P16 Careers Sessions)</p> <p>Maximum occupancy in all staff bases and offices to be followed.</p> <p>Respiratory hygiene promoted by staff and pupils using the catch it, bin it, kill it, approach.</p> <p>Frequent hands washing take place – pupils and staff are still encouraged to wash their hands regularly.</p> <p>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.</p> <p>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>								

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		OAT Outbreak management plan is followed <a href="#">OATnet   Coronavirus advice - Home (sharepoint.com)</a>								
Ventilation	Staff and student	<p>Poor ventilated areas have been assessed before use and steps taken to introduce fresh air flow.</p> <p>Where possible in occupied spaces windows are open for natural ventilation as far as reasonably possible without causing discomfort. 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>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</p>	4	3	12					
Staff related absence resulting in low numbers of staff to operate	Staff/ SLT/ Students/ Catering and cleaning staff	<p>Contingency planning operates when the academy have a reduced number of staff in place. The academy follows the OAT contingency outbreak management plan.</p> <p>Supply staff are used to cover absence if needed. Staff have been reminded of sickness policy. Only essential tasks are carried out where there are staff shortages</p> <p>If kitchen must close, emergency lunches are purchased bought from local supermarkets on day and parents informed that students would need packed lunches following on from then.</p> <p>In the event of significant staff absence, the principal reviews the viability of the academy remaining open. The Principal consults RD and follows OAT protocols. If the academy is to be closed, then this is communicated to staff and parents via email, letter, PLMR, and the academy website.</p>	4	3	12					
Cleaning	Staff, students, cleaner	<p>Regular cleaning takes place and the academy 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>	4	3	12					

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	and visitors	<p>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>Staff follow the cleaning guidance on oatnet <a href="#">OATnet   Coronavirus advice - Home (sharepoint.com)</a></p> <p>Staff are responsible for cleaning their own workstations/desks</p> <p>PPE is provided for staff for cleaning. Staff and students have their own pens and pencils.</p>								
<b>Risk of transmitting the virus to vulnerable groups including expectant mothers/CEV</b>	Staff and Students	<p>CEV students 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.</p> <p><b>RCOG/RCM guidance on coronavirus (COVID-19) in pregnancy is referred to as part of the expectant mother risk assessment.</b></p>	4	3	12					
<b>Displaying symptoms of COVID 19 or a positive test</b>	Staff and students	<p>Staff and students 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 student can return to the academy, 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. Schools no longer complete contact tracing this is completed by NHS test and trace. Where students are self-isolating or have to self-isolate due to being positive with COVID remote learning is provided.</p>	4	3	12					

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<b>Asymptomatic testing</b>	Staff and Students	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. <b>Additional testing to be undertaken within the school setting for all secondary (consented) students within the first week in January after the Christmas holidays</b>	4	3	12					
<b>Mental health</b>	Staff and Students	The academy provides support for staff and students who may suffer from anxiety due to COVID.	4	3	12					
<b>Educational visits</b>	Staff and Students	International visits do not take place before the start of the new term. The academy is aware of the travel list and the likelihood that this can change at any time. The academy liaises with the RDs 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).	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  
Louisa Sharpless  
Louisa Sharpless

**Date:**

12th July 2021  
24th August 2021  
10/12/21

**Manager Name and Signature:**

Lesley Hickman

**Date:**

13<sup>th</sup> December 2021

**Review date: January 2022 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	<b>STOP THE ACTIVITY-</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level