

Coronavirus Risk Assessment - Academies

July 2021 Version 16 of 16 – Step four

| Prevention | | | | | | | | | | | | |
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| 1. Ensure good hygiene for everyone | | | | | | | | | | | | |
| What is the hazard? | Who might be harmed? | How might people be harmed? | Existing risk control measures | Risk rating | | | Additional controls | New risk rating | | | Actioned / monitored by whom? | Action/ Monitored by when? |
| | | | | L | C | R | | L | C | R | | |
| Poor hand hygiene | Pupils Students Visitors The wider school community | Contracting the virus Passing the virus on to others | All sites: <ul style="list-style-type: none"> Regular hand washing will take place, with hand sanitizer and hand washing facilities available around site. Handwashing routines are built into school culture so that all understand the importance of them | 2 | 4 | 8 | | | | | | |
| Poor approach to respiratory hygiene | Pupils Students Visitors The wider school community | Passing the virus on to others | All sites: <ul style="list-style-type: none"> Tissues and bins are readily available throughout the school site, including in classrooms, offices, toilets and handwashing stations Support small children or pupils with complex needs to follow the 'catch it, bin it, kill it' routine Signage to remind pupils and staff to follow the 'catch it, bin it, kill it' routine | 2 | 4 | 8 | | | | | | |
| Not wearing face masks | Pupils Students Visitors | Passing the virus on to others | All sites: | 2 | 4 | 8 | To be monitored in line with any outbreaks on | 2 | 3 | 6 | Business Operations and Estates | Ongoing |

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| | The wider school community | | <ul style="list-style-type: none"> In line with government guidelines face masks will no longer be worn unless specifically required within normal job roles If advised by public health the reintroduction of the wearing of face masks will be followed | | | | individual sites or within the local area | | | | Manager/Principals | |
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2. Maintain appropriate cleaning regimes

| What is the hazard? | Who might be harmed? | How might people be harmed? | Existing risk control measures | Risk rating | | | Additional controls | New risk rating | | | Actioned / monitored by whom? | Action / Monitored by when? |
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| | | | | L | C | R | | L | C | R | | |
| Surfaces | Staff Pupils Visitors The wider school community | Contracting the virus Passing the virus on to others | All sites <ul style="list-style-type: none"> Thorough cleaning is taking place at either the start or end of the day Each classroom/office has its own cleaning equipment to carry out cleaning of surfaces, including desks, handles and equipment throughout the school day Frequently touched surfaces throughout school are cleaned regularly during the school day, including cleaning of handles, handrails and light switches Frequently touched surfaces in rooms in use for exams will be cleaned after every exam, including the backs of chairs where candidates may pull chairs out to sit | 2 | 4 | 8 | | | | | | |
| Toilets | Staff Pupils | Contracting the virus Passing the virus on to others | All sites <ul style="list-style-type: none"> Thorough cleaning is taking place at either the start of end of the day Toilets are cleaned throughout the day | 2 | 4 | 8 | | | | | | |
| Equipment | Staff Pupils | Contracting the virus | All sites <ul style="list-style-type: none"> Classroom based resources such as books and games can be used and shared; these will be cleaned regularly | 2 | 4 | 8 | | | | | | |

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| | | Passing the virus to others | <ul style="list-style-type: none"> PE equipment, science equipment and other similar equipment will be cleaned regularly Outdoor play equipment will be cleaned regularly | | | | | | | | | |
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3. Keep occupied spaces well ventilated

| What is the hazard? | Who might be harmed? | How might people be harmed? | Existing risk control measures | Risk rating | | | Additional controls | New risk rating | | | Actioned / monitored by whom? | Action/ Monitored by when? |
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| Not ventilating spaces that are occupied within the school site | Staff Pupils | Contracting the virus Passing the virus on to others | All sites <ul style="list-style-type: none"> Mechanical ventilation systems will continue to be used as normal but supplemented by an outdoor air supply Natural ventilation will be utilised through the opening of windows <ul style="list-style-type: none"> - In cooler weather windows will be opened just enough to provide background ventilation - Windows will be opened more fully during breaks to purge the air in spaces - Internal doors will be opened where reasonably practicable to assist in creating internal ventilation - External doors may also be used (as long as they are not fire doors and where safe to do so) | 2 | 3 | 6 | | | | | | |
| Draughts | Staff Pupils | Coughs, colds Uncomfortable temperature | All sites <ul style="list-style-type: none"> High level windows are opened rather than lower level, where possible Increase ventilation while spaces are unoccupied (e.g. break times, lunch times and between classes) Provide flexibility with school uniform to allow additional, suitable indoor clothing: Rearranging furniture where possible to avoid draughts | 3 | 2 | 6 | | | | | | |

| 4. Follow public health advice on testing, self isolation and managing confirmed cases of COVID-19 | | | | | | | | | | | | |
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| What is the hazard? | Who might be harmed? | How might people be harmed? | Existing risk control measures | Risk rating | | | Additional controls | New risk rating | | | Actioned / monitored by whom? | Action/ Monitored by when? |
| | | | | L | C | R | | L | C | R | | |
| An individual who has developed COVID-19 systems or has tested positive | Staff Pupils Visitors The wider school community | Passing the virus on to others | All sites <ul style="list-style-type: none"> Pupils and staff will follow the advice on when to self-isolate https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ Pupils and staff know they are not to come into school if they have symptoms, have tested positive or other reasons that require them to stay at home due to the risk of them passing on COVID-19 e.g. quarantining | 2 | 4 | 8 | | | | | | |
| An individual in school developing COVID-19 symptoms | Staff Pupils Visitors The wider school community | Passing the virus on to others | All sites <ul style="list-style-type: none"> If an individual develops symptoms, no matter how mild they will be sent home immediately and told to follow public health advice Pupils and staff will wait in an allocated isolation space until they are collected. This space will be cleaned thoroughly after it has been used. Appropriate PPE can be worn by close contacts of those showing symptoms | 2 | 4 | 8 | | | | | | |
| Asymptomatic pupils and staff coming on to site | Staff Pupils Visitors The wider school community | Passing the virus on to others | All sites <ul style="list-style-type: none"> Staff will continue to test twice weekly until the end of September when the government will review this Secondary sites <ul style="list-style-type: none"> Over the summer asymptomatic testing will continue for pupils and staff attending sites for summer schools or other school based activities Will carry out two on site lateral flow tests before pupils return in September Pupils will continue to test twice weekly until the end of September when the government will review this | 3 | 4 | 12 | To be monitored in line with any outbreaks on individual sites or within the local area | 2 | 3 | 6 | Business Operations and Estates Manager/Principals | Ongoing |

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| | | | <ul style="list-style-type: none"> Will retain a small asymptomatic testing site on site until further notice, to test those who are unable to test themselves at home | | | | | | | | | |
| Staff or pupils with a positive lateral flow test | Staff Pupils Visitors The wider school community | Passing the virus on to others | <p>All sites</p> <ul style="list-style-type: none"> Staff and pupils who test positive should self-isolate in line with 'stay at home guidance' https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection Staff and pupils who test positive will need to do a PCR test and will continue to self-isolate whilst awaiting the result If the PCR result is positive the individual will need to follow government guidance If the PCR result is taken within two days of the positive test result and is negative it will override the previous test and the individual can return to site, providing they don't have symptoms | 1 | 3 | 6 | | | | | | |
| Close contacts of a positive case | Staff Pupils Visitors The wider school community | Contracting the virus Passing the virus on to others | <p>All sites</p> <ul style="list-style-type: none"> Close contacts will be identified through NHS Test and Trace In exceptional cases sites will respond to and follow any advice and guidance given, including in instances of local outbreaks | 1 | 3 | 6 | To be monitored in line with any outbreaks on individual sites or within the local area | 2 | 3 | 6 | Business Operations and Estates Manager/Principals | Ongoing |