

RISK ASSESSMENT: 19.1v2 Key Worker Provision – COVID-19 (Page 1 of 11)

ACADEMY Kingswood Secondary Academy	SECTION/TEAM	DATE OF ASSESSMENT 8 th January 2021
WHO MIGHT BE HARMED? Employees, pupils, parents/guardians, service users, contractors and members of the public.		HOW MANY ARE AFFECTED? 192 staff 30-40 students in Keyworker/Vulnerable provision including the DSP 1233 students

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place × if not	WHERE: × State action to be taken with timescales × Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low
Fail to follow Government guidance	<ul style="list-style-type: none"> The Trust will provide a summary of any changes to guidance, paying particular attention to guidance on education settings e.g. social distancing, maximum numbers allowed in any one place, cleaning etc. Principal or Senior Leader to ensure guidance is complied with and make any changes to site arrangements as required (amending this RA if necessary) 	✓	Contact Trust Emergency Planning Team for advice if unsure	Low
Insufficient staff to children ratio	<ul style="list-style-type: none"> Appropriate for the planned activity Reviewed daily 	✓	At least one suitably trained member of staff for each room with a maximum ratio of 1:30 Principal or Senior Leader in charge to review requirements and amend if required	Low
Inadequate First Aid Provision (staff and/or supplies)	<ul style="list-style-type: none"> One First Aider per 50 people or part thereof i.e. staff/pupils on site. Sufficient stocks of first aid supplies (including back up supplies if required) 	✓	Instruct all staff and any external providers of sporting activities to avoid any high risk physical sport/activity e.g. trampoline, to reduce the risk of accidents There will be no high risk sporting activities taking place during the KW provision except for small group team	Medium

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			<p>games during breaks which will follow the usual sports risk assessments i.e. football etc</p> <p>It may be possible to obtain additional supplies from other Trust sites if unable to obtain from usual suppliers. Contact Central Team if unable to make contact with other academies</p> <p>Consider online video training to rapidly increase number of First Aid trained staff (including paediatric) if insufficient staff available (check with other academies first)</p> <p>All Site Staff are first aid trained and are on Site and available when we are open</p>	
First Aiders exposed to virus	<ul style="list-style-type: none"> Follow Government guidance here 	✓	<p>Ensure suitable and sufficient PPE is available and that all First Aiders have been trained to use it</p> <p>As a minimum disposable gloves and fluid repellent surgical face mask is recommended and, if available, disposable plastic apron and disposable eye protection (such as face visor or goggles) should be worn.</p> <p>Use defibrillator or CPR if dealing with cardiac arrest. Do not use mouth to mouth.</p> <p>Wash hands thoroughly with soap and water before putting on and after taking off PPE, following relevant SSWs</p>	Medium
Insufficient staff for vulnerable children	<ul style="list-style-type: none"> Match staffing appropriately 	✓	<p>Ensure that ratios are increased if a care plan or other document indicates that a child needs additional support.</p> <p>There are no students onsite with these needs at</p>	Low

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			present	
No arrangements in place for children with specific medical needs	<ul style="list-style-type: none"> Data sheet for each child with specific needs - sign all medication in and out Ensure all medication administered is recorded with 2 staff present following standard Trust guidance First aider is on site 	✓	Ensure data sheets are provided for all children (including those from other Trust academies) Ensure sufficient staff in place to manage administration of medicine Ensure First Aider ratio is compliant Child specific medical needs Epipens, inhalers etc. in place including emergency items if child has forgotten to bring theirs First aider requirements are checked on a daily basis using the staff rota on Regional Cluster COVID 19 in TEAMS. Discussed at morning and afternoon TEAMS meeting to ensure sufficient provision is in place	Low
No or insufficient emergency contacts for children	<ul style="list-style-type: none"> Verify details on day 1 (as may be different to usual) Explain call may come from a school mobile or landline so that the contact answers call 	✓	Ensure at least three emergency contacts are provided Ensure alternative methods of communication are available e.g. mobile, landline, email	Low
Social distancing	<ul style="list-style-type: none"> Visitors to school to be kept to absolute minimum Double spacing in classrooms Outdoors as much as possible No more than 13 people in a standard junior or secondary classroom (55m²). No more than 15 people in a standard reception or infants classroom (62m²). 	✓	Place sign on entrance door reminding visitors of social distancing requirements and not to enter the school. Provide contact number for queries. Keep all entrance doors secured but ensure they can be opened in an emergency i.e. by automatic release, push pad/bar or thumb turn. Under no circumstances should doors be locked with a key, digital lock etc. whilst the school is occupied Visitors to remain outside or in reception area if weather	Low

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	<p>The above figures include one member of staff. DfE BB103 minimum sizes used for rooms</p> <ul style="list-style-type: none"> Adhere to government guidelines here 		<p>is inclement. Ensure social distancing at all times.</p> <p>Deliveries - Ensure social distancing guidance is adhered to. For example delivery personnel buzz intercom, leave package in sight, and step 2 metres away. There should be no expectation for the need to sign paperwork.</p> <p>Minimum of 2 mtrs in all directions between children and staff</p> <p>Maintain distancing when moving through the building or when outdoors</p> <p>Minimum allowance per person = 4m²</p> <p>Keep rooms well ventilated and open windows as much as possible</p> <p>Capacities should be reduced for smaller rooms and may be increased for larger rooms taking into account suitable staff to pupil ratios and current guidance re large gatherings (see government website for latest guidance)</p> <p>No team sports or other activities where there is the potential for close contact. Racquet sports (singles not doubles) are permissible</p>	
Key worker provision - consumption of meals by staff and	<ul style="list-style-type: none"> To reduce the risk of larger gatherings, the amount of cleaning required and to ensure that multi-purpose dining facilities are available for physical exercise, meals should be consumed in 	✓	Meals to be brought to the room by a member of staff supervising the pupils to reduce the number of people moving through the building	Low

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pupils	the rooms where the provision is taking place and not in dining halls		At Kingswood students will be escorted to the Atrium in order to facilitate change focal length and provide breaks required for DSE (Display Screen Equipment), to avoid food and drink being consumed over IT equipment, and to facilitate staff having a break. SLT will supervise students in Atrium. Maximum 3 students to a table, students only sit on one side of tables.	
Person exhibits signs of having coronavirus (CV19) infection i.e. <ul style="list-style-type: none"> ● new, continuous cough and/or ● high temperature 	Follow government guidance: <ul style="list-style-type: none"> ● If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they should be sent home and advised to follow the staying at home guidance. ● Maintain social distancing unless the person requires immediate help to prevent injury ● Children who state that they feel ill and describe symptoms of C19, should be asked to take a test, to see if they are symptomatic. If they are, the parents must be informed and the child taken out of school for a further test. 	✓	Management of persons who have symptoms of CV19 <p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they should be sent home and advised to follow the staying at home guidance.</p> <p>If a child is awaiting collection, they should be moved, if possible and if appropriate to the hygiene room or individual meeting rooms in reception in order to await pick up behind closed doors.</p> <p>Settings should be mindful of individual children's needs – for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, ensure that social distancing is maintained</p> <p>Staff who cannot go home immediately e.g. because they are waiting for a lift, should isolate themselves in the designated rooms as per above.</p> <p>Any rooms used must be fogged after use.</p> <p>If a potentially infected person needs to go to the toilet</p>	

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			<p>while waiting to be collected, they should use a separate toilet- this will be the disabled toilet in reception.</p> <p>Any areas used by the potentially infected person e.g. toilets, temporary isolation room, should be isolated and secured after use and left for 72 hours before cleaning (following government and Trust guidance, RAs, SSWs etc.).</p> <p>If the infected person needs clinical advice, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who is potentially infected, they must wash their hands thoroughly for 20 seconds immediately after any contact with the person or contact with anything the person has touched. They do not need to go home unless they develop symptoms themselves</p> <p>It may not be necessary to close educational settings but Principals must contact the Trust Business Continuity Team immediately before making any decision to stay open.</p> <p>If there is an urgent public health action to take, the educational setting will be contacted by the local Public Health England (PHE) Health Protection Team who will undertake a risk assessment and advise on any actions or precautions that should be taken.</p>	

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Children brought in by Academy staff	<ul style="list-style-type: none"> No children of staff allowed on site 	✓		Low
Premises cleaning regime	<ul style="list-style-type: none"> Thorough daily clean - in line with guidance Disinfect if required 	✓	<p>Adhere to Government guidance and Trust Guidance & Information Sheets, Risk Assessments and Safe Systems of Work</p> <p>During this period, only designated areas will be open to staff and students. Other areas will be sanitized and locked off. The areas that remain open are cleaned in the morning between 6-8, twice during the working day and again after school. Continual touch wiping is carried out throughout the day. Toilets are cleaned and fogged throughout the day</p>	Low
Equipment and resources cleaning	<ul style="list-style-type: none"> Ensure items regularly touched e.g. key boards, mouse or other input device, mobile phones are sanitised on a daily basis Clean and sanitise items used by pupils e.g. toys, play equipment 	✓	<p>Use appropriate sanitisers and ensure supplies are available for staff to use.</p> <p>All ICT rooms will be fogged daily.</p>	Low
Staff and/or pupils fail to comply with hygiene guidance	<ul style="list-style-type: none"> Staff reiterate hygiene standards throughout day Ensure all hand washing facilities have adequate supplies of soap and other disposables e.g. paper towels at all times Hand wash with soap and water for 20 seconds Use disposable hand towels in preference to dryers if possible 	✓	<p>Display hand washing and hygiene posters in toilet areas, staffrooms and classrooms</p> <p>Clean all washrooms and other hygiene facilities regularly throughout the day and after every break</p> <p>Provide adequate supplies of sanitiser at strategic points within the building, including exits</p> <p>Ensure other supplies in toilets e.g. toilet rolls are adequate at all times</p> <p>Empty waste bins at regular intervals and follow</p>	Low

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	<ul style="list-style-type: none"> • Hand wash or use of hand sanitiser on entry and exit from building • Hand wash before eating • Hand wash after eating • Hand wash after going to the toilet • Use disposable tissues or 'bent elbow' for coughs and sneezes • Refrain from touching face • Adhere to social distancing guidance 		Government and Trust guidance on disposal	
Pupil registration/ end of day arrangements	<ul style="list-style-type: none"> • Sign in / out procedure in place. Or use of registers? • Named adults to collection child/ren outside of building at end of day 	✓	<p>Ensure that all people on site (staff, pupils and visitors) are recorded</p> <p>Minimise the areas where students pass through. Use one entrance for each bubble. If numbers are very low, a new multi-year bubble can be formed to cover all of them</p> <p>Ensure records are filed and kept securely (may be required by PHE in the event of somebody who entered the school (staff, child or visitor) developing CV19</p>	Low
Collection of free school meals (FSMs)	<ul style="list-style-type: none"> • Trust issuing meal vouchers to eliminate the need for FSMs to be prepared on-site 	✓		Low
Fire evacuation and lockdown procedures	<ul style="list-style-type: none"> • Review evacuation plan and update if some parts of the building are out of use • Ensure that at least two routes of escape are available once people have 	✓	<p>Site staff to ensure that all emergency exits in occupied areas are unlocked before staff and pupils enter site</p> <p>Fire safety induction for any new staff on their first day to confirm evacuation arrangements including escape routes (and alternatives), emergency exits, assembly</p>	Low

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	<p>entered a protected escape route e.g. staircase, corridor. If two routes aren't available the Trust H&S Manager <u>must</u> be contacted before the building is occupied</p> <ul style="list-style-type: none"> • Rehearse fire evacuation / lockdown procedures with staff and pupils • Identify responsible person(s) in case of fire • Consider arrangements for disabled people including cognitive disability in event of an evacuation. Use PEEP (Personal Emergency Evacuation Plan) for people who are at their usual site. For all others use the academy GEEP (Generic Emergency Evacuation Plan) • Ensure register of all people on site (staff, pupils and visitors) is available at all times to staff in charge of evacuation 		<p>points etc.</p> <p>Carry out drill if new staff or children are present, otherwise, just remind students of the fire evacuation plan in place. when revised arrangements start and if there is any change in the Responsible Person. The Academy Principal is the Responsible Person but if a Senior Leader from another part of the Trust takes over responsibilities (as part of a rota process or because of sickness, leave etc.) they should ensure they carry out a drill on their first day in charge.</p> <p>Principal to identify and allocate roles and responsibilities and review/amend details as and when these people change. Key roles are:</p> <p>Assembly Point Control Officer</p> <p>Wardens</p> <p>Fire Panel monitoring (including identifying location of fire)</p> <p>Ensure any external contractors are informed of emergency evacuation procedures and their role should the alarm sound</p> <p>Fire evacuation guidance given in plan shared with all staff involved in provision – evacuation to Greek Theatre area via nearest stairwells.</p>	
Statutory Compliance checks	<ul style="list-style-type: none"> • Site manager - or back up person to continue with usual checks • Trust to ensure that more than one staff member is available to undertake key tasks. 	✓	<p>Follow Trust guidance on frequency of checks as these may be amended as a result of COVID-19 and shut down of sites</p> <p>Arrange buddying system between sites to provide resilience should a site manager at a Primary have to</p>	Low

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			self-isolate Ensure any site staff covering on rota are familiar with the academy asbestos register	
Contractors on site (School holidays)	<ul style="list-style-type: none"> • Briefing and escorting of contractors • Contractor DBS in place 	✓	Ensure social distancing followed when meeting contractors and any other interactions e.g. checking work, signing off Permits to Work etc.	Low
Site Management staff absence	<ul style="list-style-type: none"> • Multiple key holders in place - remind key holders that they may be called upon • Likely to be limited to Fire, Water and Lighting - ensure at least one other staff member can do these tasks. • Cleaners on standby to be called in. 	✓	Ensure list of key holders held by all SLT	Low
Are there any other foreseeable hazards associated with dealing with bodily fluids	<p><u>List any additional control measures:</u></p> <p><u>Lockdown</u></p>			

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Reference Documents

COVID-19 Guidance for Schools and Other Educational Settings

<https://www.gov.uk/government/collections/CV19-covid-19-guidance-for-schools-and-other-educational-settings>

COVID-19 Guidance on Social Distancing

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

COVID-19 Guidance on Staying at Home

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

COVID-19 Guidance for First Responders. NB this guidance gives advice, which is applicable to First Aiders

<https://www.gov.uk/government/publications/novel-CV19-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

- GAT Health and Safety Hub
 - GI Sheet No 51 Procedure for dealing with and disposal of Bodily Fluids
 - GI Sheet No 53 COVID-19
 - GI Sheet No 13 Slips and Trips
 - GI 74 Finger Traps
 - Risk Assessments
 - RA 13.1 Slips, Trips and Falls
 - RA Cleaning
 - RA Classroom Activities in Primary Schools
 - Safe Systems of Work
 - SSW 51.1 Dealing with Bodily Fluids
 - SSW 11.1 PPE – Using Gloves
 - SSW 13.1 Wet Dry Mopping

ASSESSED BY (Print name)	SIGNED	DATE
LINE MANAGER	SIGNED	REVIEW DATE
Reviewed by	SIGNED	Review date

All staff to read this document and sign to confirm understanding prior to dealing with bodily fluids

Name	Date	Signature	Name	Date	Signature

Specimen