

<b>ACADEMY</b> Kingswood Secondary Academy	<b>SECTION/TEAM:</b> ALL	<b>DATE OF ASSESSMENT</b> 15 <sup>th</sup> September 2021
<b>WHO MIGHT BE HARMED?</b> Employees, pupils, parents/guardians, service users, contractors and members of the public. NB for ease of reading pupils and young people are referred to as pupils in this document. Unless specifically stated the controls apply to all pupils attending the academy		<b>HOW MANY ARE AFFECTED?</b> 1500 (pupils and staff)

All staff must read this document and Principals must satisfy themselves that all staff understand the expectations before pupils return for the Autumn term.

This risk assessment has been revised to reflect updated guidance from the Department for Education (DfE) published on 17<sup>th</sup> August 2021. Principals and all relevant staff will need to familiarise themselves with this guidance. In particular, academies must ensure that at all times they comply with the basic requirements of the guidance (in italics) to:

1. *Ensure good hygiene for everyone.*
2. *Maintain appropriate cleaning regimes.*
3. *Keep occupied spaces well ventilated.*
4. *Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.*

In addition, and in respect of all Health & Safety Risk Assessments, Principals are responsible on behalf of the Trust for ensuring at all times that they have 'active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice'

Once completed, this RA and any other relevant RAs must be posted on the Academy's website. Parents and carers can access more information on Government website.

**Principals must advise the Trust immediately if they are concerned that any controls are not operating as designed**

**This document should be read in conjunction with GAT Covid and OMP Guidance and the DfE contingency framework, published on 21<sup>st</sup> August 2021. All documents referred to are in the GAT Principals' Channel.**

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"> <li>The Trust will provide a summary of any changes to guidance, paying particular attention to guidance on education settings.</li> <li>Principal or Senior Leaders to ensure guidance is complied with and make any changes to site arrangements as required (amending this RA if necessary)</li> </ul>	✓	<p>Contact Trust Emergency Planning Team for advice if unsure. The following actions must be completed:</p> <p>Principal shares and discusses Risk Assessment (RA) with Senior Leadership Team (SLT), H&amp;S Contact, H&amp;S Rep and Site Manager</p> <p>RA uploaded to Smartlog.</p> <p>A copy of this RA sent to all staff to read. Principals assure themselves that staff understand how the RA impacts on the daily operation of the site.</p>	Low
<b>Individuals who are potentially at increased risk from COVID-19</b>				
Staff who are potentially clinically vulnerable or individuals that are pregnant	DfE guidance states that clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take.	✓	<p>Managers will need to continue to work with individual members of staff who have particular medical needs.</p> <p>Ensure that New and Expectant Mothers RA reflects any site-specific arrangements for COVID-19</p>	Low
<b>Reducing the Risk of Infection</b>				
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> <li>Face coverings are not required in academy buildings but individuals (staff or pupils) may continue to wear masks or shields if they wish</li> <li>PPE to be used where personal care, First Aid or other close contact is required in accordance with existing Trust guidance and RAs</li> </ul>	✓		Low

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	<ul style="list-style-type: none"> <li>• PPE must be removed safely. Principals should arrange for copies of the Safe System of Work (SSW11.2) to be displayed in staffrooms, First Aid rooms, hygiene rooms etc.</li> <li>• The wearing of face coverings or PPE may be implemented as part of an outbreak management plan in such circumstances academies will need to provide additional communication about expectations.</li> </ul>			
Staff and/or pupils fail to comply with hygiene guidance	<ul style="list-style-type: none"> <li>• Staff reiterate hygiene practices in line with DfE guidance</li> <li>• Ensure all hand washing facilities have adequate supplies of soap and other disposables e.g. paper towels at all times</li> </ul>	✓	<p>Display hand washing and hygiene posters in toilet areas, staffroom and classroom</p> <p>Clean all washroom and other hygiene facilities regularly throughout the day as per the latest DfE guidance</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, paper towels are adequate at all times.</p> <p>Empty waste bins at regular intervals and follow Trust guidance on disposal.</p> <p>Hand wash for preference followed by sanitiser if needed.</p> <p>Site staff and cleaners should wear PPE (minimum of disposable gloves) when cleaning.</p> <p>Ensure that toilets are wiped down using selgiene sparay after use</p>	Low

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			<p>Ensure that photocopiers are wiped down after use with selgiene gel</p> <p>Ensure that any items used in communal areas including staff kitchen are wiped down after use using selgiene gel</p> <p>Avoid the use of shared equipment in lessons/activities work spaces</p>	
Poorly ventilated areas	<ul style="list-style-type: none"> <li>● Keep occupied spaces well ventilated by opening any windows available to you</li> <li>● Mechanical ventilation should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</li> <li>● If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</li> <li>● Mechanical ventilation systems should be maintained in accordance with the manufacturers' recommendations</li> </ul>	✓	<p>Identify any poorly ventilated spaces and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where numbers may be in excess of the norm for that area e.g. parent evenings</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. Fire doors must only be kept open with an approved automatic alarm activated device</p> <p>Balance the need for increased ventilation while maintaining a comfortable temperature. The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</p> <p>NB emergency final exit (external) doors are not fire doors; they may be held open if necessary and do not need an approved automatic closer. External doors should only be left open where it is safe to do so e.g. no security or safeguarding impact.</p>	
Offices and working spaces	<ul style="list-style-type: none"> <li>● Please adhere to 2m distance from working next to others in the same space and limit</li> </ul>	✓	The capacity for each room is known and should be followed during this period.	

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	numbers accordingly			
Reduce large group physical activities in indoor areas	<ul style="list-style-type: none"> <li>As a temporary measure look to substituting large class physical activities indoors to outdoors activities</li> </ul>	✓	Complete risk assessments for all physical activities and mitigate risk i.e. social distancing, activities outdoors for large groups or alternative activities for the time period imposed	
Masks	<ul style="list-style-type: none"> <li>It is expected that all students and staff wear masks in areas where 2m social distancing cannot be followed i.e. in corridors, assemblies</li> <li></li> </ul>	✓	Students do not have to wear masks in classrooms but teachers are advised to wear masks if coming to close contact with students i.e. live marking, support	
Person exhibits signs of having coronavirus (CV19) infection i.e. <ul style="list-style-type: none"> <li>new, continuous cough</li> <li>high temperature</li> <li>loss of taste and/or</li> <li>loss of smell</li> </ul>	Follow DfE and Government guidance. <ul style="list-style-type: none"> <li>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school due to the risk of them passing on COVID-19</li> <li>If anyone becomes unwell with either a new, continuous cough, high temperature, loss of taste or smell in an education setting they should be sent home and advised to follow Government guidance</li> <li>If anyone becomes unwell follow DfE guidance</li> <li>Staff assisting the pupil or member of staff to follow First Aid guidance regarding PPE if close contact is necessary. (Further information on this can be found at <a href="https://www.gov.uk/government/publication">https://www.gov.uk/government/publication</a></li> </ul>	✓	Management of persons who have symptoms of CV19: <p>If a pupil is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Staff should be mindful of individual pupil's needs – for example it would not be appropriate for younger pupils 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 see guidance</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>The hygiene room / accessible toilet will be used as an isolation room for pupils, a staff member will remain in attendance until they are collected. The staff member will remain outside of the isolation room to provide reassurance to the pupil whilst waiting.</p>	Low

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	<p><u>s/safe-working-in-education-childcare-and-childrens-social-care )</u></p> <ul style="list-style-type: none"> <li>If there are several outbreaks within the academy please refer to the OMP guidance issued by the Trust.</li> </ul>		<p>Any rooms they use should be cleaned after they have left</p> <p>Staff who cannot go home immediately should isolate themselves</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.</p> <p>Ensure suitable and sufficient PPE is available and that all First Aiders have been trained to use it</p>	
Tracing close contacts and isolation	<p>Follow DfE and Government guidance:</p> <ul style="list-style-type: none"> <li>Close contacts are now identified via NHS Test and Trace. Education settings will no longer be expected to undertake contact tracing, although academies may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> <li>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:                             <ul style="list-style-type: none"> <li>they are fully vaccinated</li> <li>they are below the age of 18 years and</li> </ul> </li> </ul>	✓	<p>Keep record of all positive COVID-19 cases at an academy level to monitor if thresholds for an ‘Outbreak’ have been met. Follow GAT Covid and OMP guidance if this occurs.</p> <p>Complete central GAT systems:</p> <ul style="list-style-type: none"> <li>Record staff cases on HR system</li> <li>Record pupil cases on CPOMS</li> <li>Inform SEA if ‘outbreak’ threshold has been met and follow GAT guidance</li> </ul>	

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	<p>6 months</p> <ul style="list-style-type: none"> <li>○ they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>○ they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <ul style="list-style-type: none"> <li>● Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</li> </ul>			
<b>Site cleaning</b>				
Premises cleaning regime inadequate	<ul style="list-style-type: none"> <li>● Regular cleaning throughout the day of frequently touched surfaces in line with DfE guidance</li> <li>● Potentially contaminated surfaces in dining halls: All tables are wiped down with a suitable cleaner/sanitiser Sumabac D10 or similar between sittings by midday</li> </ul>	✓	<p>Adhere to Government guidance and Trust Guidance &amp; Information Sheets, Risk Assessments and Safe System of Work.</p> <p>Principals to ensure that cleaning arrangements are in place and all staff have received appropriate training in cleaning methods, safe use of products and are issued with appropriate PPE as required by risk assessment</p>	Low

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	supervisors		To remove virus that may be present the following frequently touched surfaces should be cleaned in line with DfE guidance including: door handles, handrails, tabletops, play equipment and toys, toilets e.g. taps, handles, WC flush, seat and lid and/or backrest (where fitted). A product that complies with EN14476 should be used. If this is not available any product that kills coronavirus can be substituted. Suitable PPE must be worn when using cleaning/sanitising products and the COSHH Risk Assessment for the product must be followed. NB unless a product is a combined cleaner and sanitiser all surfaces must be cleaned (to remove dirt, grease etc.) before sanitising.	
Other foreseeable hazards associated with dealing with COVID-19	<u>List any additional control measures:</u>			

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



