

# Covid-19 Academy Risk Assessment

## Identifying risk and control measures relating to Covid-19

### Cidari | All Academies | Public

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#### Cidari Approved Covid-19 Risk Assessment for Baines' Endowed Church of England Primary Academy

The outline of this document has been developed by Cidari in consultation with the Trust designated H&S officer for modification by each Academy. This risk assessment is intended to help document the risk controls which have been introduced at the Academy to control the spread of COVID-19. This document should be read in conjunction with the **Trust Covid-19 Policy** and the **local Covid 19 Appendix 1 prepared by this Academy**.

**Location:** Applies to entire Academy site (premises and external)

**Date Assessed:** 12/06/20

**Assessed by:** Debi Rusling/Helen Cooke

**Task/ Activity:** Dealing with Covid-19 in Cidari Premises & Settings

**Review Date:**

**Reference Number:** CID-COV01

Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
	Awareness of policies and procedures		<p>All staff, pupils, volunteers and contractors are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• Covid -19 Policy</li> <li>• Covid 19 Policy Appendix 1</li> <li>• First Aid Policy</li> </ul> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p>	4	1	Low	Review of all relevant documentation in line with latest Government guidance and changes to arrangements outlined in Covid-19 Appendix 1.

		<ul style="list-style-type: none"> <li>● The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>● The Health Protection (Notification) Regulations 2010</li> <li>● Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>● DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</p> <p>Supported by the Trust the Academy keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>● DfE</li> <li>● NHS</li> <li>● Department of Health and Social Care</li> <li>● PHE</li> <li>● The school's local health protection team (HPT)</li> </ul> <p>Staff are made aware of the school's infection control procedures in relation to coronavirus via email.</p> <p>Staff who have not been in school during partial opening will be given a reorientation induction upon their return.</p> <p>Parents are made aware of the school's infection control procedures in relation to</p>				
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			<p>coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <p>Pupils are made aware of the school's infection control procedures in relation to coronavirus via an assembly, regular direct teaching and modelled behaviours by all staff.</p> <p>Pupils are informed that they must tell a member of staff if they begin to feel unwell.</p> <p>Visitors and contractors are aware of the Academies infection control procedures in relation to coronavirus via the relevant checklist and declaration forms before entering the building. They are informed that they must contact the school as soon as possible if they develop symptoms within 7 days of visiting the site.</p> <p>GDPR best practice is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</p>				
Contact with persons suffering from coronavirus	Employees Pupils Contractors Visitors	<p>Clear signage at all site entrances informing persons with symptoms not to enter the premises.</p> <p>If an employee, pupil or known visitor tests positive for coronavirus, further advice will be sought from the Trust and the local Health Protection Team. They will take over the risk</p>	<b>5</b>	<b>2</b>	<b>Medium</b>	The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.	

		<p>assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>Anyone displaying symptoms in school will be sent home or separated from contact with others in a dedicated space until they are able to do so (collected if a pupil). They will be advised to isolate as per guidelines and seek a test immediately.</p> <p>All staff unable to maintain appropriate distance when supporting a pupil or colleague displaying symptoms will wear appropriate PPE supply including IIR Mask, Nitrile Gloves,</p>				<p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><a href="https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update">https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</a></p> <p>Control measures will be revised and updated on the advice of the Trust when the latest government guidance is released.</p> <p>The Trust will review Guidance and recommended risk control measures sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p> <p>Control measures will be revised and updated on the advice of the Trust when the latest government guidance is released.</p>
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			Apron and Eye Protection.			
Contact with persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors	<p>Employees or pupils who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.</p> <p>Anyone displaying symptoms in school will be sent home or separated until they are able to do so (collected if a pupil). They will be advised to isolate as per guidelines and seek a test immediately.</p> <p>All staff unable to maintain appropriate distance when supporting a pupil or colleague displaying symptoms will wear appropriate PPE supply including IIR Mask, Nitrile Gloves, Apron and Eye Protection.</p>	<b>5</b>	<b>2</b>	<b>Medium</b>	<p>The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p> <p>Control measures will be revised and updated on the advice of the Trust when the latest government guidance is released.</p>
Contact with packages (food, stationary, post deliveries) or items handled by persons who may have been exposed to coronavirus	Employees Pupils Contractors Visitors	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>Kitchen staff to maintain good hygiene in line with the school's HACCP.</p> <p>Posters promoting good hand hygiene displayed in food areas.</p>	<b>5</b>	<b>2</b>	<b>Medium</b>	<p>The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated on the advice of the Trust when the latest government guidance is</p>

	Disposal of waste that may be contaminated by a coronavirus sufferer		All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage for 72 hours before disposal (unless test results return negative).	5	2	Medium	released.
	Contracting and spreading of infection	Employees Pupils Contractors Visitors	<p>Basic infection controls will be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>● Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>● Put used tissues in the lidded bin straight away.</li> <li>● Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>● Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds.</li> <li>● Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>● Pupils do not share cutlery, cups or food.</li> <li>● Hand sanitiser to be available in each classroom (in use), entrances and exits of buildings, near lunchrooms and toilets.</li> <li>● Try to avoid close contact with people who are unwell.</li> <li>● Clean and disinfect frequently-touched objects and surfaces.</li> </ul>	5	2	Medium	<p>The Trust will issue revised guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated on the advice of the Trust when the latest government guidance is released.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covi">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covi</a></p>

		<ul style="list-style-type: none"> <li>● Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>● Complete and confirm the Daily Management Checklist.</li> <li>● Complete and confirm Daily Cleaning Checklist.</li> <li>● Clean the school building(s) on a daily basis, including frequently-touched surfaces (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aides, etc.).</li> <li>● All contractors will complete the Contractor Checklist and declaration.</li> <li>● All vulnerable persons (including BAME) will undertake a Vulnerable Persons Risk Assessment.</li> <li>● Children of key workers, vulnerable persons and pupils social distancing whilst seated at desks (where possible – otherwise, as far apart as possible).</li> <li>● Good hygiene practices taught frequently in lessons.</li> <li>● Community events/meetings cancelled until further notice.</li> <li>● Governors meetings cancelled/held remotely until further notice.</li> <li>● Up-to-date emergency contact details held.</li> <li>● New and expectant mothers risk assessment completed.</li> <li>● Windows opened to allow ventilation.</li> <li>● Class ratios monitored by teaching staff. Class sizes limited to 'bubbles' and timetables changed in order to effectively</li> </ul>				<p>d-19-implementing-protective-measures-in-education-and-childcare-settings</p>
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			<p>reduce mixing of classes and use appropriate spaces.</p> <ul style="list-style-type: none"> <li>● Staggered drop-off/collection were necessary to achieve social distancing.</li> <li>● Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering'.</li> <li>● Staff in school will continue to be provided with a free cold lunch offer until the end of the Summer Term and encouraged to take this option or advised to bring their own food to work.</li> <li>● School kitchen follows guidance of social distancing. Managed by Mellors, monitored by school leaders.</li> <li>● Covid-19 Policy in place.</li> <li>● Use of COVID-19 Return to Work Form with staff.</li> <li>● Lunches to be taken in classroom where suitable. If the hall is to be used the space will be cleaned between each group.</li> <li>● Lunch and breaks staggered to minimise social gatherings for pupils and staff.</li> <li>● Regular family contact to ensure that children from families with symptoms do not attend school.</li> <li>● Space audit conducted in order to identify appropriate teaching space with desks spaced as far apart as possible and unnecessary items/furniture removed.</li> <li>● Refer to separate children with (EHC) Plans in place risk assessments.</li> <li>● Cycle storage facilities available – employees and pupils encouraged to</li> </ul>				
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		<p>walk/cycle to school (where feasible).</p> <ul style="list-style-type: none"> <li>● Adequate supplies of facemasks, eye protection, gloves and aprons are available for those who become unwell at school and need direct personal care – two-metre distancing cannot be maintained.</li> <li>● The usage of play equipment is supervised and cleaned between different groups and never used by mixed groups at the same time.</li> <li>● Lidded bins will be available in all classrooms and wash spaces.</li> <li>● Paper hand towels (in dispensers) available in all hand washing spaces and toilets.</li> <li>● Flow of pupils and staff around the school reviewed to enable two-metre distancing to be maintained, where possible (control measures will include one-way systems, staggered lesson change, dividers installed in the middle of corridors or floor markers).</li> <li>● Use of outdoor spaces for teaching and learning when possible.</li> <li>● Shared materials/resources limited for those pupils/staff that need to take these homes.</li> <li>● Established arrangements are in place between the school and transport companies.</li> <li>● Use of test and trace apps by individuals to establish data.</li> <li>● Records maintained of staff/pupils who</li> </ul>				
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		<p>have been tested for COVID-19.</p> <ul style="list-style-type: none"> <li>● Close liaison between families regarding symptoms – the academy will not monitor temperatures unless investigating symptoms.</li> <li>● Staff should work from home, where possible.</li> <li>● Clear signage external and internal reiterating social distancing.</li> <li>● Classroom spaces configured to adhere to social distancing.</li> <li>● Pupils taught in small groups with the same staff.</li> <li>● Movement around the school kept to a minimum.</li> <li>● Toilet facilities cleaned after use between different groups.</li> <li>● Markings external and internal to guide social distancing.</li> <li>● Contractor declaration form in place.</li> <li>● Visitor declaration form in place.</li> <li>● Home School Agreement updated to reflect social distancing and covid mitigation measures.</li> <li>● Adherence to any instructions from Test, Track and Trace.</li> </ul> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p>Where eligible, employees are strongly recommended to take part in the government's testing programme for</p>				
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			COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.			
Welfare Hand-contact points Poor hygiene and welfare conditions leading to staff discomfort or illness	Staff Visitors Delivery drivers Pupils	<ul style="list-style-type: none"> <li>Toilets to have a regular supply of hot and cold water complete with soap and towels.</li> <li>Hand sanitiser readily available throughout the site.</li> <li>Kitchen area to have a safe supply of mains cold water.</li> <li>Hand-contact points cleaned daily as a minimum standard and more frequently were possible.</li> <li>Toilets and kitchen area to be regularly cleaned including between use by distinct groups.</li> <li>Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing or inline with current government social distancing recommendations.</li> <li>Covid cleaner appointed to support cleaning of contact points during the day.</li> </ul>	<b>5</b>	<b>2</b>	<b>Medium</b>	Ensure latest advice regarding social distancing is applied as recommended by latest Government guidance.
Infection control	Staff Visitors Delivery drivers Pupils	<ul style="list-style-type: none"> <li>Refer to policy and ensure all staff are aware of its contents and new protocols.</li> <li>Investigate all instances of Covid-19 and record on the Covid-19 Investigation Form.</li> <li>Decontamination – following advice/guidance from the Health</li> </ul>	<b>5</b>	<b>2</b>	<b>Medium</b>	



			<p>Protection Team.</p> <ul style="list-style-type: none"><li>● Lidded bins available in all teaching and hand washing areas.</li><li>● Paper hand towels (in dispensers) available in all hand washing spaces and toilets.</li><li>● Use of electrostatic misting devices to disinfect areas daily.</li><li>● Full guidance and poster visible on site.</li><li>● Covid-19 vinyl and Banner Stand displayed at the main entrance to the school building(s).</li><li>● Daily Management Checklist to be used.</li><li>● Staying COVID-19 Secure in 2020 poster in place at reception.</li></ul>				
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## Risk/ Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

Risk/ Priority Indicator Matrix						
<b>Likelihood</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		<b>Severity (Consequence)</b>				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so



## Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by (Name)	Comments
Reviewed the updated guidance from the government disseminated by the Trust			
Reviewed and updated the risk assessment to incorporate any changes to the guidance			
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available			
Identified and implemented the (new) recommended control measures			
Completed the Daily Management Checklist			
Confirmed all contractors due to attend site have completed the contractor checklist			
All employees returning to work after absence have completed the Covid-19 back to work form			



**Academy Action Plan**

Action	Yes	Confirmed by (Name)	Comments
Implement latest updates and guidance from the Trust.			
This risk assessment, Covid-19 Appendix 1 and Emergency Action Plan reviewed following any confirmed case of Covid-19 on site.			

