

## COVID-19 Secure Risk Assessment - from 29<sup>th</sup> November 2021 v1

| School Name<br><b>Enfield Academy of New Waltham</b>                         |                     | Decide who may be harmed (insert ✓):   |   |  |                            |            |   |
|--|---------------------|--|---|--|----------------------------|------------|---|
|  |                     | Student  | ✓ | Contractors  | ✓                          | Visitors   | ✓ |
| Whole School – unless stated otherwise                                       |                     | Staff  | ✓ | Vulnerable People  | ✓                          | Volunteers | ✓ |
| Identified Hazards   | Initial Risk Rating | Existing Control Measures (select all that are in place)   | ✓ | Actions / Comments   | Residual Risk Rating H/M/L |            |   |
| 1. Coming into contact with contaminated surfaces                            | M                   | Handwashing regimes established by academies for staff and children to follow during the day. Staff and children wash hands upon exiting classroom, and entry into building(s) or when returning from outside activities.  | ✓ | <ul style="list-style-type: none"> <li>Review provisions and supplies frequently</li> </ul>  | L                          |            |   |
|  | M                   | Robust cleaning of surfaces within buildings during and at the end of the day, guidance issued to individual academies for recommended cleaning schedule. Procedure in place to clean external equipment and resources before breaktimes. Cleaning routines will be maintained indefinitely. | ✓ | <ul style="list-style-type: none"> <li>Cleaning routines will be maintained for the duration of the pandemic</li> </ul>              | L                          |            |   |
|  | M                   | Hygiene practices and procedure established for essential contractors and visitors who will be in school building(s). Hand washing stations are available in the main entrance prior to entering other areas of the building.  | ✓ | <ul style="list-style-type: none"> <li>NFA</li> </ul>  | L                          |            |   |
|  | M                   | Additional handwashing stations and substances have been provided in various areas around school building(s). Each classroom has own handwashing provision.  | ✓ | <ul style="list-style-type: none"> <li>Additional handwashing stations will be provided for the duration of the pandemic.</li> </ul> | L                          |            |   |
|  | M                   | In the event of an outbreak, provision of signage and information to prevent the unauthorised use of rooms or areas. Areas, rooms or buildings with no unauthorised access will be clearly labelled.   | ✓ | <ul style="list-style-type: none"> <li>Support and specific advice given by LHPT in the event of an outbreak</li> </ul>              | L                          |            |   |
|  | M                   | Personal Protective Equipment (PPE) is provided by academy for use when using cleaning substances.   | ✓ | <ul style="list-style-type: none"> <li>NFA</li> </ul>  | L                          |            |   |
|  | M                   | Substances for cleaning have been risk assessed and communicated to those who use the substances.  | ✓ | <ul style="list-style-type: none"> <li>Check COSHH risk assessments</li> </ul>   | L                          |            |   |
|  | M                   | Checks carried out by line managers to ensure that COVID-19 procedures and measures are and remain suitable and sufficient.  | ✓ | <ul style="list-style-type: none"> <li>Monitored frequently</li> </ul>   | L                          |            |   |
| 2. Employees, pupils, visitors, and contractors transmitting virus to others | M                   | Good respiratory hygiene adopted by promoting the 'catch it, bin it, kill it' approach within school. Additional waste bins provided and waste bins in each classroom.   | ✓ | <ul style="list-style-type: none"> <li>Clinical/contaminated waste bags use for tissues</li> </ul>                                   | M                          |            |   |
|  | M                   | Educational and care support are provided as normal for pupils who have complex needs or who need close contact care.  | ✓ | <ul style="list-style-type: none"> <li>Reviewed and assessed on an individual case by case basis.</li> </ul>                         | M                          |            |   |
|  | M                   | Staff made aware of isolation procedure for those who develop symptoms whilst at work.   | ✓ | <ul style="list-style-type: none"> <li>WCs and isolation rooms are identified and communicated to all staff</li> </ul>               | L                          |            |   |

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|  | M | When a child is awaiting collection, they are taken to an isolation room where they can be isolated behind a closed door. Close to an external entrance/exit. Supervision is provided whilst awaiting pick up. | ✓ | <ul style="list-style-type: none"> <li>NFA</li> </ul>  | M |
|  | M | Glass security screens are closed when talking to visitors in academy main entrance. Open plan offices have temporary screens installed.   | ✓ | <ul style="list-style-type: none"> <li>Removal and reinstalling at school discretion</li> </ul>  | M |
|  | M | External curriculum activities such as swimming, providers or building owners will provide a risk assessment which will be ratified by academy to ensure measures are agreed and then published on Evolve.     | ✓ | <ul style="list-style-type: none"> <li>Reviewed frequently</li> </ul>  | L |
|  | M | Pupils who are extremely clinically vulnerable are supported in school by a risk assessment that is understood and carries the support of parents.   | ✓ | <ul style="list-style-type: none"> <li></li> </ul>   | L |
|  | M | Employees will and parents are asked to inform school if they are contacted by NHS Track and Trace.  | ✓ | <ul style="list-style-type: none"> <li></li> </ul>   | L |
|  | M | Partial closure contingency plans in place if staffing levels fall below a critical level.   | ✓ | <ul style="list-style-type: none"> <li></li> </ul>   | M |
|  | M | In the event of an outbreak, meetings and visits will be restricted/limited. Measures in and around school can be increased if setting feels it's necessary or following advice from LA/PHE.                   | ✓ | <ul style="list-style-type: none"> <li>Non-essential visits not permitted in the event of any outbreak</li> </ul>  | L |
|  | M | New and expectant mothers will have a specific individual risk assessment.   | ✓ | <ul style="list-style-type: none"> <li></li> </ul>   | L |
|  | M | Opening of windows and doors frequently to improve ventilation.  | ✓ | <ul style="list-style-type: none"> <li>Internal fire doors to remain closed</li> </ul>   | M |
|  | M | Face coverings worn in communal areas in all areas by staff & visitors.  |   | <ul style="list-style-type: none"> <li>Monitor local infection rates and if deemed high - request parents on site to wear face covering.</li> </ul>          | M |
|  | M | Festive performances are managed in a practicable way, such as ticketing system, reduced numbers attending, more performances to reduce numbers.   |   | <ul style="list-style-type: none"> <li>Monitor local infection rates and if deemed high – virtual performances etc. are prioritised or cancelled.</li> </ul> | M |
| 3. Coming into contact with people who have possible symptoms<br><br>Close contact with persons: handling, assisting or training requirements (team teach, first aid etc.) | M | If a child needs to go to the bathroom while waiting to be collected, they use a separate bathroom if possible. The bathroom is cleaned and disinfected before being used by anyone else.                      | ✓ | <ul style="list-style-type: none"> <li></li> </ul>   | L |
|  | M | Provision of suitable PPE for employees. PPE includes face shields, disposable gloves, aprons and masks.   | ✓ | <ul style="list-style-type: none"> <li></li> </ul>   | M |
|  | M | Communications procedures and arrangements with NHS, local authorities, local health advisors established.   | ✓ | <ul style="list-style-type: none"> <li></li> </ul>   | L |
|  | M | PPE provided: latex free gloves are used where possible if handling or touching is required. Additional PPE (aprons, masks, visors) available on request.  | ✓ | <ul style="list-style-type: none"> <li>See first aid risk assessment</li> </ul>  | M |
|  | M | First aid procedures and risk assessment in place and followed by first aiders.  | ✓ | <ul style="list-style-type: none"> <li>See care plans, risk assessments and medical procedures</li> </ul>  | M |
| 4. Lettings or use of school facilities during pandemic  | M | Provider or user of school facilities will inform school before use, that person(s) haven't been contacted by NHS test and trace or show symptoms.   | ✓ | <ul style="list-style-type: none"> <li></li> </ul>   | L |

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|   | M | Area or room(s) will be thoroughly cleaned during and after use by the user. All touch points will be wiped upon exit of area or room.   | ✓ | •   | L |
|   | M | Lettings will pause if there's an outbreak and LA/PHE indicates it's safe to resume.   | ✓ | •   | L |
| 5. Travelling to or for work in motor vehicles or using public transport              | M | Journeys which are shared, employees are encouraged to share with the same individuals and with the minimum number of people at any one time   | ✓ | •   | L |
|   | M | If car sharing, employees are advised to ensure good ventilation (i.e. keeping the windows open) and face away from each other   | ✓ | •   | L |
| 6. Mental health or wellbeing effected through isolation or anxiety about coronavirus | L | Regular meetings or calls with employees/children working from home, isolating   | ✓ | •   | L |
|   | L | Discussions with individuals about the possibility that they may be affected, employees encourage to raise concerns  | ✓ | •   | L |
|   | L | Employee involvement with completion of risk assessments so individuals can identify problems and solutions  | ✓ | •   | L |
|   | L | Regular updates and guidance provided to all members of staff via academy or Trust   | ✓ | •   | L |
|   | L | Training available for mental health available via Flick e-learning  | ✓ | •   | L |
|   | L | Employees have access to occupational health advise and counselling  | ✓ | •   | L |
| 7. Outbreak at school   | M | <p>National guidance recommends that settings may be required to take extra action if the number of positive cases substantially increases.</p> <p>Affected academies will seek advice from the local Public Health team if the following thresholds are met:</p> <p>5 children, pupils, students, or staff, who are likely to have mixed closely*, test positive for COVID-19 within a 10-day period</p> <p><b>Or</b></p> <p>10% of children, pupils, students, or staff who are likely to have mixed closely* test positive for COVID-19 within a 10-day period</p> <p><b>Or</b></p> <p>If any case of COVID-19 in school has resulted in that person being hospitalised</p> <p>* in the same cohort, for example class/year group/activity group/friendship group/home to school transport</p> <p><b>Special schools:</b></p> <p>2 children, pupils, students, or staff, who are likely to have mixed closely*, test positive for COVID-19 within a 10-day period</p> <p><b>Or</b></p> <p>If any case of COVID-19 in school has resulted in that person being hospitalised</p> <p>* in the same cohort, for example class/year group/activity group/friendship group/home to school transport</p> | ✓ | <p>Once thresholds are met the local Public Health Team will work with the setting and advice on additional control measures if the information gathered indicates that transmission is occurring in the setting. Further measures advised may include:</p> <ul style="list-style-type: none"> <li>• Additional asymptomatic LFD testing, including reinstating onsite testing</li> <li>• Advice to anyone (staff or pupil) who is known be at increased risk of severe infection</li> <li>• Other proportionate measures as necessary, seeking to maintain face to face education if is safe to do so. For example, reducing crowding through temporarily suspending assemblies or other events that bring larger groups together</li> </ul> | M |
|   |   |  |   | •   |   |

|  |   |                        |          |                               |  |
|--|---|------------------------|----------|-------------------------------|--|
|  |   |                        |          |                               |  |
| <b>Other Hazards Identified</b>  | <b>Additional Control Measures to be Put in Place</b>   |                        |          |                               |  |
| Any other foreseeable hazards that are associated with the activities being carried out to be listed here. | <i>In depth COVID-19 guidance issued by Government and updated frequently, this is monitored and distributed by Trust and individual academy.</i>   |                        |          |                               |  |
| <b>Date of Assessment:</b>   | 29/11/2021  | <b>Carried out by:</b> | A. Scott | <b>Date Review Completed:</b> |  |
| <b>Date of next review:</b>  |   |                        |          |                               |  |
| <b>Other documents for reference</b>   | <p>All HMG and ELT Covid-19 Guidance and information, risk assessments inc. COSHH, Fire, Premises - General, Activities,</p> <p><b>Guidance: Actions for schools during the coronavirus outbreak</b><br/> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><b>Guidance: Stay at home guidance</b><br/> <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p><b>Guidance: Shielding and protecting extremely vulnerable persons</b><br/> <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/19-july-guidance-on-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/19-july-guidance-on-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19</a></p> <p><b>Guidance: What you can and cannot do</b><br/> <a href="https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know">https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know</a></p> <p><b>Guidance for out of school settings</b><br/> <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings</a></p> <p><b>Coronavirus (COVID-19): advice for pregnant employees</b><br/> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p> <p>The official UK government website for data and insights on Coronavirus (COVID-19)</p> |                        |          |                               |  |

<https://coronavirus.data.gov.uk>

