

## LIVING WITH COVID-19 RISK ASSESSMENT – FEBRUARY 22nd

### PRIMARY AND SECONDARY

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Awareness of policies and procedures	Staff Students Others	Inadequate information	<ul style="list-style-type: none"> <li>• All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures.</li> <li>• All staff have access to all relevant guidance and legislation including, but not limited to, the following:</li> <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> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The Academy keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>• DfE</li> <li>• NHS</li> <li>• Department for Health and Social Care(DHSC)</li> <li>• United Kingdom Health Security Agency (UKHSA)</li> </ul> </li> <li>• Staff are made aware of the Academy's infection control procedures in relation to coronavirus via email or staff meetings and contact the Academy as</li> </ul>	MED		✓

			<p>soon as possible if they believe they may have been exposed to coronavirus.</p> <ul style="list-style-type: none"> <li>• Parents are made aware of the Academy's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the Academy as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>• Students are made aware of the need to tell a member of staff if they feel unwell.</li> </ul>			
Disruption to the running of the school in cases of local outbreak	Staff Students Others	Infection control	<ul style="list-style-type: none"> <li>• The Academy has an up-to-date Business Continuity Plan and Outbreak Management plan in place – the plan is reviewed as necessary.</li> <li>• The Academy adheres to and keeps up-to-date with the latest local and national advice about Academy closures, follow Government advice and follow any instructions</li> </ul>	MED		✓
Use of Transport	Staff Students Others	Infection Control	<ul style="list-style-type: none"> <li>• Students and staff will no longer require to wear masks on dedicated transport or public transport.</li> <li>• However if they wish to wear them they can continue to do so.</li> </ul>	MED		✓
Cleaning of the Academy	Staff Students Others	Infection Control	<ul style="list-style-type: none"> <li>• All hard surfaces to be cleaned twice daily, this will include             <ul style="list-style-type: none"> <li>➢ All door handles</li> <li>➢ All tables and chairs used by staff and Students</li> <li>➢ Toilet flushes and cleaning of toilets.</li> </ul> </li> <li>• All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.</li> <li>• Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> </ul>	MED		✓

			<ul style="list-style-type: none"> <li>All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin.</li> <li>On site cleaning to be provided by ATT's Cleaning services provider to complete cleaning requirements twice daily.</li> </ul>			
Ventilation class/office	Students Staff	Infection control	<ul style="list-style-type: none"> <li>Identify any poorly ventilated spaces and take steps to improve fresh air flow</li> <li>If mechanical ventilation systems are used to draw fresh air or extract air from a room these should be adjusted to increase the ventilation rate wherever possible</li> <li>Ensure that mechanical ventilation systems only circulate fresh outside air and where this is not possible, in a single room supplement with an outdoor air supply</li> <li>Where appropriate open external windows, internal doors and external doors to improve natural ventilation</li> <li>If external doors are opened, ensure that they are not fire doors and are safe to do so</li> </ul>	MED		✓
Poor hygiene practice	Staff Students Others	Ill Health	<ul style="list-style-type: none"> <li>You should continue to ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser</li> <li>Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.</li> </ul>	MED		✓

			<ul style="list-style-type: none"> <li>• Students are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Students are discouraged from sharing cutlery, cups or food.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> </ul>			
Spread of infection	Staff Students Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>• Parents are informed not to bring their children to the academy or on the premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Staff and Students do not return to the academy before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> <li>• Students who are unwell are not taken on Educational Visits or permitted to enter public areas used for teaching, e.g. swimming pools.</li> <li>• Parents notify the Academy if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>• The Academy in liaison with individuals' medical professionals where necessary, reviews the needs of Students who are vulnerable to infections.</li> </ul>	MED		✓

			<ul style="list-style-type: none"> <li>Any additional provisions for Students who are vulnerable to infections are put in place by the Principal, in liaison with the Student's parents where necessary.</li> </ul>			
Classroom management	Students Staff	Infection control	<ul style="list-style-type: none"> <li>It is no longer required for forward facing tables etc however care should still be taken on table management in a classroom setting.</li> <li>Outbreak management plans should cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak.</li> <li>Academy will revert back to previous risk assessments and tighter control measures in the event of a local outbreak.</li> <li>Continue to use a cautious approach with arrangements.</li> </ul>	MED		✓
Assemblies	Students Staff	Infection Control	<ul style="list-style-type: none"> <li>There are no restrictions in place for holding assemblies and singing in the Assembly hall.</li> </ul>	MED		✓
Lunchtimes	Students Staff	Infection Control	<ul style="list-style-type: none"> <li>Lunchtime arrangements can revert back to previous arrangements.</li> <li>Tables must still be cleaned twice throughout dinner time activities.</li> </ul>	MED		✓
Playtime and using equipment	Students Staff	Infection Control	<ul style="list-style-type: none"> <li>Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment.</li> </ul>	MED		✓
Personal Protective Equipment Face Coverings	Students Staff	Infection control	<ul style="list-style-type: none"> <li>Face coverings are no longer advised for Students, staff and visitors in classrooms or communal areas</li> <li>No longer recommended to be worn on dedicated transport to the Academy or public transport.</li> <li>Academy will follow director of public health advice in cases of local outbreak.</li> </ul>	MED		✓

			<ul style="list-style-type: none"> <li>• Academy put into place any actions or precautions advised by their local HPT.</li> <li>• <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999722/PPE_in_education_childcare_and_childrens_social_care_settings.pdf</a></li> </ul>			
Ill Health	Staff Students Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Any Student or member of staff who displays signs of being unwell, such as having a cough, fever or a loss or change to their sense of smell or taste, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.</li> <li>• For Students, the relevant member of staff calls for emergency assistance immediately if Students' symptoms worsen.</li> <li>• The parents of unwell Students are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a Student's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Unwell Students who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> </ul>	MED		✓

			<ul style="list-style-type: none"> <li>• Areas used by unwell staff and Students who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>• If unwell Students and staff are waiting to go home, they are instructed to use different toilets to the rest of the Academy to minimise the spread of infection.</li> <li>• Any Students who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the Student becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>			
			<ul style="list-style-type: none"> <li>• From 21 February, staff and Students in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population.</li> <li>• in the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time.</li> </ul>			

			<ul style="list-style-type: none"> <li>• Staff and Students in specialist SEND settings, Alternative Provision, and SEND units in mainstream schools are advised to continue regular twice weekly testing.</li> </ul>			
Positive Cases	Students Staff	Infection control	<ul style="list-style-type: none"> <li>• Continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</li> </ul> <p><b>Staff / Students</b></p> <ul style="list-style-type: none"> <li>• Public health advice for People with COVID-19 and their contacts changed from 24 February. Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.</li> <li>• Staff/Students with COVID19 Symptoms should not attend the academy, order a PCR test and stay at home while they await the test and subsequent result.</li> <li>• Staff/Students with a confirmed case of COVID 19 should follow guidance on People with COVID-19 and their contacts if they have COVID-19 symptoms and not attend the academy,</li> <li>• Many people will no longer be infectious to others after 5 days. Students/Staff may choose to take an LFD test from 5 days after their symptoms started (or the day your test was taken if they did not have symptoms) followed by another LFD test the next day. If both these test results are negative, and the Student/Staff do not have a high temperature, the</li> </ul>	MED		✓



			<p>risk that they are still infectious is much lower and they can safely return to the academy.</p>			
Poor management of infectious diseases	Staff Students Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Staff are instructed to monitor themselves and others and look out for similar symptoms if a Student or staff member has been sent home with suspected coronavirus.</li> <li>• Staff are vigilant and report concerns about their own, a colleague's or a Student's symptoms to the Principal or SLT as soon as possible. .</li> <li>• The Academy is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• The Academy is informed by Students' parents when Students return to the academy after having coronavirus – the Academy informs the relevant staff.</li> <li>• Staff inform the Principal when they plan to return to work after having coronavirus.</li> <li>• ATT Estates Dept monitors the cleaning standards of all cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. Arrangements are in place to Increase cleaning and cover in the event of a local outbreak</li> </ul>	MED		✓
Lack of communication	Staff Students Others	Unsafe Practices	<ul style="list-style-type: none"> <li>• The Academy staff reports immediately to the Principal about any cases of suspected coronavirus, even if they are unsure.</li> <li>• Academy will keep staff and parents adequately updated about any changes to infection control procedures as necessary if they change in the event of a break out.</li> </ul>	MED		✓

Admitting children into the Academy	Students Staff	Infection Control	<ul style="list-style-type: none"> <li>• In most cases, parents and carers will agree that a Student with symptoms should not attend the Academy, given the potential risk to others. If a parent or carer insists on a Student attending your Academy, you can take the decision to refuse the Student if, in your reasonable judgement, it is necessary to protect other Students and staff from possible infection with COVID-19.</li> <li>• Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</li> </ul>	MED		✓
CEV children	Students Staff	Infection control	<ul style="list-style-type: none"> <li>• All CEV children should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend</li> </ul>	MED		✓
Admitting people into the Academy	Students Staff	Infection control	<ul style="list-style-type: none"> <li>• Students, staff and other adults <b>should not</b> come into the Academy if they have symptoms or have had a positive test result.</li> <li>• Anyone staff or Students within the Academy who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow public health advice</li> <li>• In the case of a Student awaiting collection, they should be taken to a room away from other Students and supervised</li> <li>• If the member of staff is in close contact with the child then they should wear appropriate PPE</li> <li>• A window should be opened for fresh air ventilation if possible</li> </ul>	MED		✓

			<ul style="list-style-type: none"> <li>Any rooms that have been used for this purpose should be cleaned after they have left</li> <li>Students/Staff or Parents who test positive for COVID19 should follow guidance on People with COVID-19 and their contacts</li> </ul>			
Staff CEV	Staff	Infection control	<ul style="list-style-type: none"> <li>CEV people are <b>no longer advised</b> to shield but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus</li> <li>Staff should attend their place of work if they cannot work from home</li> <li>The Academy will follow DHSC updated guidance</li> </ul>	MED		✓
Educational visits	Students Staff	Financial risk	<ul style="list-style-type: none"> <li>If booking new visits ensure that the Academy have adequate financial protection in place. Insurance details can be checked with ATT central Finance and Estates.</li> <li>you can go on international visits.</li> <li>You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red.</li> <li>The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</li> <li>The Academy should have a contingency plan in place to account for any changes in the government travel list</li> <li>Full risk assessments must be undertaken.</li> </ul>	MED		✓

Wraparound care	Students	Infection Control	<ul style="list-style-type: none"> <li>• Consideration should be given to the latest government advice regarding the specific activity being undertaken and venue visited</li> <li>• Children should be encouraged to attend settings close to where they live or go to be educated, ideally within walking or cycling distance</li> <li>• Where they attend venues further afield they should follow latest guidance <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>• Wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend</li> <li>• Ensure you have enough staff available to meet the required ratio</li> </ul>	MED		✓
Out of Academy settings Parents attendance	Students Parents Staff Others	Infection Control	<ul style="list-style-type: none"> <li>• Parents are no longer limited to specific number attendance.</li> <li>• Ensure up to date contact information is available in the event of an emergency.</li> </ul>	MED		✓