RISK ASSESSMENT: 19.7 (Issue1.1) Phase 4 – COVID-19 (Page 1 of 17)

ACADEMY Queensmead Primary Academy	**SECTION/TEAM: ALL**	**DATE OF ASSESSMENT 17/9/2021**
WHO MIGHT BE HARMED? 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		**HOW MANY ARE AFFECTED? 520 approx. (pupils and staff)**

All staff must read this document and complete the MS form to confirm they have read and had an opportunity to ask questions before they return to their normal work.

This risk assessment has been revised to reflect updated guidance from the Department for Education (DfE) published on 2 July 2020. 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.

NB for the purposes of isolation, *18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.*

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 Government information here

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 the Trust document 'COVID-19 Revised Operating Procedures'

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	• The Trust will provide a summary of any changes to guidance, paying particular attention to guidance on education settings e.g. self-isolation, changes in local arrangements etc. • Principal or Senior Leader to ensure guidance here 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. The following actions must be completed by the dates shown below: **23.08.21** Principal shares and discusses Risk Assessment (RA) and Revised Operational Procedures (OP) with Senior Leadership Team (SLT), H&S Contact, H&S Rep and Site Manager **23.08.21** RA and OP uploaded to Smartlog and emailed to Trust Operations Director **23.08.21** a copy of this RA sent to all staff to read. **24.08.21** Meeting to take place between Principal, H&S Contact, SENCO and H&S REP to share and discuss individual RAs for specific SEND pupils. **W/C 23/08/21** staff receive a hard copy of this RA. Principal to deliver a question-and-answer session for all staff. Following this Principals must confirm that all staff have: • received a hard copy of the RA • read and understand the RA • undertaken any relevant training; and • acknowledge their responsibility to adhere to the RA **W/C 23/08/21** RA and OP to be posted on academy website	Low
Health and Wellbeing				
Mental health and	• Trust Board to ensure that staff wellbeing	✓	Academies to have all staff meetings to discuss	Low

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wellbeing of staff adversely impacted	and a good work-life balance is maintained for all staff (including Senior Leadership Teams). See DfE guidance on reducing school workloads here and remote working here and here • Trust Board to issue guidelines for Principals to enable them to put in place site specific arrangements. Guidelines include parameters for time on site, working at home etc. • Health and Safety Committee to be consulted prior to guidelines being issued • Except in an emergency no business emails, texts or phone calls to be sent/made outside of normal working hours (an emergency is something which will have an immediate impact on health and safety or will otherwise prevent the academy from opening) • Academy based staff managed by the Central Team e.g. IT, Catering, Site (including Trust employed cleaners) will have standard arrangements agreed and produced by the relevant Directors • Additional guidance on mental health can be found here and resources here		measures they are proposing putting in place to ensure they are suitable and sufficient No staff should regularly exceed their contracted hours Managers should monitor the mental health and wellbeing of staff, where necessary completing team stress risk assessments and/or individual stress risk assessments.	
Mental health and wellbeing of pupils adversely impacted	• Trust to identify lead staff who will be the main point of contact for advice and guidance within the Central Team	✓	Principals to identify suitable staff to lead on mental health and wellbeing for pupils Principals to ensure that all staff are familiar with local	Low

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	• Trust to ensure that all academies have trained staff or access to trained people who can provide support to pupils • Trust to arrange awareness sessions for staff so that they can recognise signs of pupils being adversely impacted by lockdown, returning to school etc. • Additional resources can be found here		arrangements including internal and external support networks.	
Staff who are at increased risk e.g. Shielding, Clinically Vulnerable or Extremely Clinically Vulnerable, Pregnant etc				
Staff who are clinically vulnerable or extremely clinically vulnerable	• Staff in these groups to consult with their medical professional for advice on keeping safe within the workplace • Managers should be flexible in how staff in these groups are deployed. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. See Government guidance here, here and here	✓	Managers to consider remote working as the first option and put this in place where possible. This is likely to be more suitable for staff who do not deal directly with pupils e.g. those in admin roles If remote working is not possible redeploy into roles in school where it is easier to maintain social distancing If redeployment is not possible ensure social distancing is maintained wherever possible for the member/s of staff and reduce the number of interactions with others Principal will meet remotely with these members of staff and discuss Autumn Term 2021/22 arrangements	Low
Pregnant staff at increased risk from COVID-19	• As a general principle, pregnant women are in the 'clinically vulnerable' category and in addition to completing the standard Trust RA for pregnant or new mothers they should follow the relevant Government guidance (see above) • The same principles and controls apply to	✓	Ensure that New and Expectant Mothers RA reflects any site-specific arrangements for COVID-19 New and Expectant Mothers RA will be completed by the line manager in consultation with the member of staff Ensure that Pregnant School Girls RA reflects site specific arrangements	Low

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	pregnant pupils			
Staff who may otherwise be at increased risk from coronavirus (COVID-19)	• If people with significant risk factors e.g. underlying health conditions, diabetes, obesity etc. or from some ethnic groups are concerned about returning to the academy, Principals should discuss their concerns and explain the measures the school is putting in place to reduce risks • The guidance provided by the HSE here for employers, and by the Govt here for individuals, should be followed	✓	Principals should try as far as practically possible to accommodate additional measures where appropriate. Measures may include: ○ Working remotely ○ Working in a role where it is easier to reduce the number and frequency of interactions Staff are aware that if they fall into an at risk category, they should discuss their individual circumstances with the Principal	Low
Reducing the Risk of Infection				
Personal Protective Equipment (PPE)	• PPE to be used where personal care, First Aid or other close contact is required in accordance with existing Trust guidance and RAs • 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. • There may be some instances where, for the purposes of COVID-19 control, PPE is required to be worn inside the school buildings. In these cases the Government guidance here should be followed	✓	Donning and doffing of PPE posters are displayed in staffrooms. All staff have watched a training video on effective donning and doffing of PPE.	Low
Face coverings	• Face coverings are not required in academy buildings but individuals (staff or	✓		

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	pupils) may continue to wear masks or shields if they wish			
Staff and/or pupils fail to comply with hygiene guidance	• 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 • 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	✓	Display hand washing and hygiene posters in toilet areas, staffroom and classroom Clean all washroom and other hygiene facilities regularly throughout the day - at least twice as per the latest DfE Operational guidance Provide adequate supplies of sanitiser at strategic points within the building, including exits Ensure other supplies in toilets e.g. toilet rolls, paper towels are adequate at all times Empty waste bins at regular intervals and follow Trust guidance on disposal Hand wash for preference followed by sanitiser if needed Site staff and cleaners should wear PPE (minimum of disposable gloves) when cleaning	Low
Poorly ventilated areas	• Keep occupied spaces well ventilated • 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. • If possible, systems should be adjusted to	✓	Identify any poorly ventilated spaces as part of your risk assessment 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 Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. Fire doors	

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	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. ● Mechanical ventilation systems should be maintained in accordance with the manufacturers' recommendations		must only be kept open with an approved automatic alarm activated device 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 here and CIBSE COVID-19 advice here provides more information. 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.	
Person exhibits signs of having coronavirus (CV19) infection i.e. ● new, continuous cough ● high temperature ● loss of taste and/or ● loss of smell	Follow Government guidance: ● 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 ● 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 here ● Maintain social distancing unless the person requires immediate help to prevent injury ● Staff assisting the pupil or member of staff to follow First Aid guidance regarding PPE	✓	Management of persons who have symptoms of CV19: 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 here For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. The small intervention room opposite the music cupboard will be used as an isolation room for KS1 and 2 pupils. EYFS pupils will use the intervention room next to the staff room. A staff member will remain in	Low

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	here ● If there are several outbreaks within the school may have to implement its contingency / outbreak management (business continuity) plan (CMP). Principals should contact the Trust Operations Director and follow the Government guidance here		attendance until pupils are collected. The staff member will remain outside of the isolation room to provide reassurance to the pupil whilst waiting. Staff member should don full PPE whilst in attendance and follow doffing guidelines when removing. The accessible toilet will be available for any pupil potentially suffering symptoms of COVID-19 Staff who cannot go home immediately e.g. because they are waiting for a lift, should isolate themselves If a potentially infected person needs to go to the toilet while waiting to be collected, they should use a separate toilet. 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.). 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. 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	

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			Review and if necessary update CMP It may not be necessary to close educational settings but Principals must contact the Trust Business Continuity Team immediately before making any decision. 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.	
First Aiders exposed to virus	• Follow Government guidance here	✓	Ensure suitable and sufficient PPE is available and that all First Aiders have been trained to use it 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. Use defibrillator or CPR if dealing with cardiac arrest. Do not use mouth to mouth. Wash hands thoroughly with soap and water before putting on and after taking off PPE, following relevant SSWs (see list at end of this RA and H&S SharePoint site)	Low
Curriculum and Pupils				
Specific curriculum risks e.g. music, drama, PE	• Ensure good hygiene arrangements are in place including avoiding sharing musical instruments or cleaning them before use by another person. • The majority of sports equipment can be	✓	Principals should also follow the guidance provided by the Senior Adviser – Academic Resilience with regards to PE	Low

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	used as normal. Contact surfaces on gymnasium equipment e.g. vaulting horse, trampoline etc. should be cleaned at the same frequency as other contact surfaces within the school. • Frequent contact surfaces in changing rooms e.g. handles, taps etc. should be cleaned in accordance with the arrangements for general cleaning detailed in this document			
Catering				
Contaminated surfaces in dining halls	• All tables are wiped down with a suitable cleaner/sanitiser Sumabac D10 or similar between sittings by midday supervisors	✓	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	Low
Site: use of rooms, site maintenance, cleaning, visitors etc.				
Out of bounds areas	With the exception of the areas mentioned below there are no specific out of bounds areas with regards to COVID-19 controls. However, to minimise cleaning requirements the following areas should be locked, with entry restricted to site staff for maintenance purposes. • Unused rooms e.g. classrooms not being used for teaching Unused rooms must be cleaned before being brought back into use	✓	Restricted areas and other unused rooms should remain locked at all times unless they provide a designated alternative escape route from another room/area It is not envisaged that unused areas will require cleaning until they are brought back into use. Therefore once these areas have been deep cleaned, they will be out of bounds to everybody apart from site staff and the Principal (for purposes of inspection). Any items that are needed for teaching or other purposes should be removed from unused rooms before they are locked down	Low

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Classroom and staff resources	• Resources, which have to be touched e.g. computers, keyboards, input devices, screens, toys, etc. should only be cleaned in line with the enhanced cleaning arrangements • Wherever possible pupils should bring equipment with them e.g. pens, pencils	✓		Low
Premises cleaning regime inadequate	• Regular cleaning throughout the day of frequently touched surfaces (at least twice during the school day in addition to normal cleaning regime) • Thorough daily clean - in line with guidance • Disinfect if required • Follow Government guidance here	✓	Adhere to Government guidance and Trust Guidance & Information Sheets, Risk Assessments and Safe System of Work. To remove any virus that may be present the following frequently touched surfaces should be cleaned at least twice during the school day: 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.	Low
Equipment and resources cleaning	• Ensure equipment that is regularly touched e.g. keyboards, mouse or other input device, mobile phones etc. are sanitised on a daily basis • Clean and sanitise frequently (at least daily) item e.g. toys, play equipment etc. used by	✓	Item that are used by different people throughout the day e.g. keyboards, phones at reception desks should be cleaned daily and/or before and after being used by another person Use appropriate sanitisers and ensure supplies are available for staff to use	Low

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	pupils ● Touch points on other fittings e.g. handrails, handles, push plates should be cleaned at least twice per day		Unless otherwise specified by the manufacturer the following cleaning regimes should be followed: **Hard toys**. Hard toys should be cleaned in a dishwasher or by immersing in a solution of sterilising fluid suitable for use with items used by pupils e.g. Milton® then left to air dry. Hard toys with batteries or mechanisms that would be damaged by immersion should be wiped with a sanitising wipe and must not be immersed. The manufacturer's guidance must be adhered to **Soft toys.** Soft toys should then be cleaned in washing machines or as otherwise specified by the manufacturer. The temperature should be set at 60°C. If it is not possible to wash the item at a high temperature e.g. because of manufacturer's instructions a proprietary additive e.g. Dettol® Laundry Cleanser may be added. Any additives must be suitable for use with items used by children	
Pupil registration/ end of day arrangements	● Sign in/out procedure in place. Using touch screen systems e.g. Inventry or manual paper based systems	✓	Ensure that all people on site (staff, pupils and visitors) are recorded. Staff will enter and exit through the main office. A sign-in system will be operated by the office staff. Ensure records are filed and kept securely (may be required by PHE in the event of somebody who entered the school (staff, pupil or visitor) developing CV19	Low
Fire evacuation and emergency lockdown procedures	● Review evacuation plan and update if some parts of the building are still out of use or have been brought back into use ● Ensure that at least two routes of escape	✓	Site staff to ensure that all emergency exits in occupied areas are unlocked before staff and pupils enter site Fire safety induction for any new staff on their first day to confirm evacuation arrangements including escape	Low

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	are available once people have entered a protected escape route e.g. staircase, corridor. **If two routes aren't available, the Trust H&S Manager must be contacted before the building is occupied** ● 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		routes (and alternatives), emergency exits, assembly points etc. Drill at the start of each term. Principal to review and if necessary amend Emergency Evacuation Plan (EEP) details if there are any changes to procedures and/or key roles. Key roles are: Assembly Point Control Officer Wardens Fire Panel monitoring (including identifying location of fire) In multi storey buildings, if upper storeys are being used, there must be sufficient trained EVAC chair operators at all times when people who might require a chair are on site Ensure any external contractors are informed of emergency evacuation procedures and action to take should the alarm sound	
Statutory Compliance checks	● Ensure all checks are up to date before buildings and/or facilities are brought back into use	✓	Contact Estates Team for advice if any checks are overdue and before opening buildings or facilities to staff and pupils	Low
Are there any other foreseeable hazards associated with dealing with COVID-19	**List any additional control measures:**			

Reference Documents

COVID-19 Guidance for Schools and Other Educational Settings
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf
COVID-19 Guidance on Extra Mental Health support for pupils and teachers
https://www.gov.uk/Government/news/extra-mental-health-support-for-pupils-and-teachers
https://www.educationsupport.org.uk/
https://covid.minded.org.uk/
COVID -19 Workload Reduction
https://www.gov.uk/guidance/school-workload-reduction-toolkit
https://www.gov.uk/Government/collections/case-studies-remote-education-practice-for-schools-during-coronavirus-covid-19
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
HSE Guidance on Protecting Vulnerable Workers
https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm

- GAT Health and Safety Hub
  - GI 09 Stress – Assessment and Management
  - GI 09 Stress Flow Charts
  - GI 13 Slips and Trips
  - GI 16 New and Expectant Mothers
  - GI 19 COVID-19 – Deep Cleaning
  - GI 19.1 COVID-19 – Site Management Essentials
  - GI 19.2 COVID-!9 – Reopening Academies
  - GI 19.3 COVID-19 – Cleaning Toys
  - GI 33 First Aid Provision
  - GI 51 Procedure for dealing with and disposal of Bodily Fluids
  - GI 74 Finger Traps
  - GI 85 Pregnant Academy Girls
  - Risk Assessments
    - RA Individual – Stress Action Plan
    - RA Team – Stress Risk Assessment
    - RA 13.1 Slips, Trips and Falls

- RA 19.2 At Risk People
- RA 19.3 Deep Cleaning
- RA 33.1 First Aid Provision
- RA Classroom Activities in Primary Schools
- RA New and Expectant Mothers
- RA Pregnant School Girls

- Safe System of Work
  - SSW 51.1 Dealing with Bodily Fluids
  - SSW 11.1 PPE – Using Gloves
  - SSW 11.2 PPE – Using a Face Mask
  - SSW 13.1 – Wet Dry Mopping

Managing Behaviour

https://www.gov.uk/Government/publications/behaviour-and-discipline-in-schools

Estates guidance

https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
https://www.cibse.org/coronavirus-covid-19

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

All staff carrying out any of the tasks covered by this RA to sign to acknowledge receipt of this document.

If staff have any queries regarding this Risk Assessment (RA) and/or any associated documents e.g. Guidance & Information sheets (GIs), Safe System of Work (SSWs) they should raise these with their line manager prior to undertaking any task covered by this RA

Name	Date	Signature		Name	Date	Signature

GREENWOOD ACADEMIES TRUST

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