



Risk assessment for the full opening of the Academy - Minimising the risk of transmission of COVID-19

Assessors: Debra Bate

Date of completion: 28/08/2020

Reviewed: Live document, updated formally 07/01/2021 & 29/03/2021

Useful contact information:

DFE COVID-19 - Educational advice line - 0800 046 8687

Staffordshire County Council Health and Safety Service - 01785 355777

Public Health England - 0344 225 3560

NHS - 111

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Everyone on site.</p> <p>General transmission may occur: Through close contact between colleagues, students and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Anyone with COVID-19 symptoms or who have someone in their household who does is informed not to attend school. • Anyone developing COVID-19 symptoms during the school day is sent home and procedures followed to manage transmission risks • Staff and students displaying non-COVID-19 symptoms such as headaches, aches & pains, feeling tired for no good reason, sore throat, runny nose, sneezing, tummy-ache in children advised to seek a test but continue to attend the academy only isolating if they receive a positive test result. • Control measures in place for clinically vulnerable staff and students. • Wellbeing support in place for staff and students. • Active engagement with NHS Test and Trace service. • Aware of LA Local Outbreak Control Plans. • Grouping students together and avoiding contact between groups 	L	<ul style="list-style-type: none"> • Review COSHH assessment for hand sanitiser and cleaning materials. DR 		L

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		<ul style="list-style-type: none"> • Social distancing maintained wherever possible between all adults on site. • Frequent handwashing promoted. • Hand sanitiser available in classrooms, shared spaces, entrance and exit points. • Good respiratory hygiene encouraged by promotion of 'catch it, bin it, kill it' approach. • Enhanced cleaning of frequently touched surfaces. • Disposable tissues available in classrooms. • Bins for tissues emptied during the day. • Staff, parents and visitors informed of the measures in place to reduce transmission. • Signage used to promote hygiene and social distancing. • Stocks of soap, hand sanitiser and number of hand sanitiser stations, tissues reviewed. • Individual risk assessments carried out for staff and students at higher risk and those who exited shielding in Aug. • Records are kept for 21 days of 				

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		<p>visitors to site.</p> <ul style="list-style-type: none"> • Staff and parents are encouraged to engage with Test and Trace process and inform them immediately of the results of a test. • Cleaning schedules have been reviewed and an additional cleaner appointed to sanitise touchpoints throughout the day. • The risk assessment is published on staff desktops and so can be accessed easily. • COVID wellbeing staff survey was carried out in the spring term showing that the majority of staff felt well protected by measures in place at SUA. • Staff have sufficient lateral flow home testing kits following several weeks of on-site testing and log the results with the NHS & SUA. • Students have sufficient lateral flow home testing kits following 3 on-site tests and log the results with the NHS. Parents have been asked to inform SUA of any positive results. • Clinically Extremely Vulnerable (CEV) students and staff should 				

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		<p>return to site on Monday 19th April as shielding will have ceased.</p> <ul style="list-style-type: none"> Students and staff who live with someone who is CEV should continue to attend the academy as normal. 				

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		<ul style="list-style-type: none"> • Virtual meetings with external representatives are held where possible. • Staff and students displaying non-COVID-19 symptoms such as headaches, aches & pains, feeling tired for no good reason, sore throat, runny nose, sneezing, tummy-ache in children advised to seek a test but continue to attend the academy only isolating if they receive a positive test result. • Students wear face coverings at all times indoors except for when they are sat down at break/lunchtimes. • Staff wear face coverings in all communal areas and in classrooms if close contact cannot be avoided. • Outdoor-only sport lettings recommence from 29th March in line with government guidance. Access to the building is restricted to first aid, toilet and safeguarding purposes only. 				

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		<ul style="list-style-type: none"> • Where possible actions taken for behaviour management will not involve touching a student. • Physical activity - Outdoor sports prioritised and contact sports avoided. • Music lessons – physical distancing in place. • Students to sanitise their hands upon entry and exit of classrooms, IT suites and library. • Staff instructed to avoid contact within 1m for more than 60 secs or 2m for more than 15 minutes. • Storage of rotated shared resources e.g. (library books, sports, art and science equipment) for 48 hours (72 hours for plastics) unless they can be sanitised between use. • Outside spaces used where possible to PE for teaching and learning activities. • Events where groups of parents and friends would be present such as school shows and open evenings have been cancelled. • Students wear • If staff Students wear face coverings at all times indoors except for when they are sat 				

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		<p>down at break/lunchtimes.</p> <ul style="list-style-type: none"> • Staff wear face coverings in all communal areas and in classrooms if close contact cannot be avoided. 				
<p>Exposure to COVID-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands</p>	<p>Staff and students</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> • Breaks staggered to limit numbers in corridors and circulation routes. • Different break locations (canteen, hall, gym) in use for different groups. • Masks are compulsory in all communal areas, except for PE students travelling from the changing rooms to the main hall, 	M	<ul style="list-style-type: none"> • 		

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and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).		<p>sports hall, fitness suite or gym.</p> <ul style="list-style-type: none"> • Lunch times staggered and students wash or sanitise hands and enter lunch areas in their group. Groups kept apart and tables cleaned between groups. • Preventing toilets from becoming crowded by managing numbers accessing them at any one time. This includes both staff toilets those used by students • Staggered use of staff rooms, shared staff areas and offices to reduce contact with colleagues. • Storerooms and cupboards accessed by one person at a time. • Tasks organised so that the shared use and passing of work equipment is limited. Work equipment to be cleaned before and after use. • Contractors delivering services using school facilities, such as cleaning asked to provide copies of their risk assessment for managing exposure to COVID-19. • School catering contractor provided details of compliance with the government's guidance 				

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		<p>for food businesses on coronavirus (COVID-19).</p> <ul style="list-style-type: none"> Storage bags/boxes are available for the return of loaned uniform so it can be quarantined before being re-used. Guidance on use of PPE (LINK here) issued to staff. Students using the fitness suite do so in bubbles and sanitise each piece of equipment after use. 				
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type, its moisture content and temperature).		<p>the effect of the increased ventilation on the room temperature,</p> <ul style="list-style-type: none"> • Staff are instructed to fully open windows in between lessons. • Students are encouraged to wear white vests or t-shirts underneath shirts and/or to wear a plain black v-neck sweater. • Guidance is issued to staff regarding using ventilation to reduce the spread of COVID-19 (LINK here) • Fitness suite windows must be opened when in use. 				
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	<p>Staff and casualty. Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> • Wash/sanitise hands before and after treating a casualty. • Wear PPE provided (such as disposable gloves, disposable apron). When directly treating people with symptoms of COVID-19 a fluid repellent surgical mask should be worn and eye protection may be needed where 	H	<ul style="list-style-type: none"> • Review Assessment of First Aid Needs. JB 		

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(depending on such things as the surface type, its moisture content and temperature).		<p>there is a risk of fluids entering the eyes due to repeated coughing, spitting or vomiting.</p> <ul style="list-style-type: none"> When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. 				
<p>Resuscitation Council UK Statement: It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p>						
	<p>Staff Transmission may occur when supervising students taken ill with symptoms of COVID-19 and need direct personal care until they return home.</p>	<ul style="list-style-type: none"> Increase ventilation in the room if possible. PPE provided for supervising adult: Fluid resistant surgical mask if a 2-metre distance cannot be maintained. Where contact with the student is needed: Fluid resistant surgical mask, disposable gloves and disposable apron. <ul style="list-style-type: none"> Students isolated in meeting room prior to leaving the academy. 	M			
	<p>Staff and student. Transmission</p>	<ul style="list-style-type: none"> Supervising staff to maintain 2m social distance. 	M			

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	may occur when staff administer medicines or supervise students who self-administer.	<ul style="list-style-type: none"> Students to self-administer whenever possible. 				

4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
					✓	✓

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action

6. Assessment

Signature of Assessor(s): D. Bate

Print Name: D. Bate

Date Assessed: 23/11/2020

Signature of Line Manager: R. Hillier

Print Name: R. Hillier

Review Date: 04/01/2021

Review Date: 29/03/2021

Review Date: 17/05/2021

Review Date: 21/06/2021

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.