

Assessment Conducted by: M Brown	Job Title: Headteacher	Covered by this Risk Assessment: Staff, Governors, Parents, Volunteers, Visitors, Site Staff
Date of Assessment: September 2021 <i>(Initial Coronavirus RA carried out in August 2020)</i>	Review Interval: Weekly	Date of Next Review: 17 th September 2021

Related Documents

First Aid Policy, Exam Contingency Plan, Business Continuity Plan, Supporting Students with Medical Conditions Policy, Administering Medication Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Data Protection Policy, Behaviour Policy, Attendance Policy, Safeguarding and Child Protection Policy, TCAT Outbreak Plan.

Risk Rating		Likelihood of Occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).

Essential Overview

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- active engagement with NHS Test and Trace when requested

System of controls

We will always

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

Response to any infection

5. engage with the NHS Test and Trace process if required
6. contain any outbreak by following local health protection team advice

* Numbers 5 to 6 must be followed in every case where they are relevant.

We will regularly review and update our risk assessment – treating it as ‘living document’, as the circumstances in our academy and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

We have outbreak management plans outlining how we would operate if there were an outbreak in our school or local area. **This plan is to revert back to our risk assessment last reviewed in June 2021.** Given the detrimental impact that restrictions on education can have on children and young people, any measures in our academy will only ever be considered as a last resort and for the shortest amount of time possible.

If we have several confirmed cases within 14 days, this may be an outbreak. We will call the dedicated advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required, such as implementing elements of our outbreak management plan.

Area for Concern	Risk Rating Prior to Action (H/M/L)	Recommended Controls	In Place? Yes / No	By Whom?	Deadline	Risk Rating Following Action (H/M/L)
Awareness of Policies and Procedures	H	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy - Behaviour Policy - TCAT COVID 19 Outbreak plan - Summarised Schools COVID 19 operational guidance • Instructions for COVID-19 self-test Your step-by-step guide for COVID-19 self-testing (publishing.service.gov.uk) <ul style="list-style-type: none"> - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - SCHOOL CORONAVIRUS (COVID-19) RESPONSE PROTOCOL SUSPECTED CASES, POSITIVE TEST AND OUTBREAK RESPONSE Effective 8 March 2021 - DfE and PHE (2020) 'COVID-19: guidance for educational settings' - https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm#how_to_improve - Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year - GOV.UK (www.gov.uk) • Staff and volunteers are made aware of the academy's infection control procedures in relation to coronavirus via FAQ documents. 	Yes	Headteacher	06/09/2021	M

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		<ul style="list-style-type: none"> • Parents/carers informed of new procedures in End of year letter and updated in August • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times (Both covered under the academy's GDPR policy) – this includes withholding the names of staff, volunteers and students with either confirmed or suspected cases of coronavirus. • Staff emergency contact details and next of kin will be checked in the first week back in the Autumn Term • All staff will be reminded through the weekly staff briefing of the main changes to the RA or SOP document • Staff made aware of new guidance on close contact which has changed • We wish to encourage our staff to engage in the Vaccination programme, if your appointment falls during directed working hours please complete a Leave of Absence Form in the usual way. This was mentioned in the staff briefing and will be repeated. • We will support staff in the Flu Vaccination programme during the Autumn Term • CEV Staff are expected to attend in line with guidance but they will be supported to have strict adherence to the RA measures and also given advice or signposted to advice to minimise their risk of infection. For those who reside with someone who is CEV the same offer of support will be available 				

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Poor Hygiene Practice	H	<ul style="list-style-type: none"> • Sufficient amounts of soap (or hand sanitiser at 60+% alcohol base where applicable) and paper towels and lidded bins are supplied in infection control areas, bathrooms and kitchens. This will continue until at least January 2022 • Sufficient amounts of suitable cleaning agents that conform to EN14476 are available on the premises to sanitise regularly used areas and surfaces. A good supply chain is secured and their suitability has been checked. • Everyone is directed to wash their hands regularly with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. Posters are displayed around school to indicate this • Everyone is directed, to catch coughs and sneezes in a tissue (Catch It, Bin It, Kill It) and dispose of the tissue in a bin provided. Where students/staff sneeze, they need to wash their hands or clean them with hand sanitiser afterwards • Sufficient amounts of soap (or hand sanitiser where applicable) and hand drying facilities and bins are supplied in infection control areas, bathrooms and kitchens. • Our guidance to staff and students includes whistle blowing information of what they should do if they see staff or students breaking the guidance. A member of the SLT will be monitoring that systems are being complied with 	Yes	Contracts Manager	06/09/2021	M

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Lack of Social Distancing	H	<ul style="list-style-type: none"> • Staff and volunteers avoid contact with people who show symptoms of coronavirus, both in and out of academy. All members of school community are regularly briefed on the symptoms to look for: <ul style="list-style-type: none"> - High temperature/fever - New and persistent cough, for those with a cough this is more frequent - Loss or change of smell and/or taste - And new Delta variant symptoms of : headache, sore throat and runny nose • Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus, infection control procedures and social distancing arrangements are adhered to at all times. • Meeting in well-ventilated areas where possible, such as outdoors or indoors with windows open. 	Yes	Headteacher	06/09/2021	M
Ill-Health	H	<ul style="list-style-type: none"> • From 16 August, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID19 case. • Staff and students with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms 	Yes	Headteacher	06/09/2021	M

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		<ul style="list-style-type: none"> • Students and staff will be contacted by NHS Test and Trace and informed they have been in close contact with a positive case. They will be advised to take a PCR test. • From the autumn term, close contacts will be identified via NHS Test and Trace and Winifred Holtby Academy will no longer be expected to undertake contact tracing, though we may be asked to support. • As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from Winifred Holtby Academy will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. <ul style="list-style-type: none"> - This is likely to be a very small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. • We may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. • We will continue to have a role in working with health protection teams on contact tracing in the case of a local outbreak. • Staff and volunteers are informed of the symptoms of possible coronavirus infection. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia or new DELTA variant symptoms of headache, sore throat and runny nose) , they must be sent home. They will be advised to follow 'stay at home: guidance for households with possible or confirmed 				

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		<p>coronavirus (COVID-19) infection', which sets out that they must take a PCR test to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Issued guidance to staff and students regarding new update on testing and symptoms that are not related to COVID 19. New DELTA variant symptoms are: headache, sore throat and runny nose • Staff only to inform school if test is positive or void and don't have a spare test • Instructions for COVID-19 self-test - GOV.UK (www.gov.uk) • If a child/colleague is too unwell to return home alone and is awaiting collection, they should be moved, to the Infection Control Room where they can be isolated behind a closed door with good ventilation. At Winifred Holtby Academy this is the First Aid room, depending on the age and needs of the child, with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If a student needs to go to the bathroom while waiting to be collected, they should use the bathroom in the First Aid room. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE must be worn by staff caring for the child/colleague while they await collection. More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. 				

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		<ul style="list-style-type: none"> • On collection the parent or carer will be advised to phone NHS 111 or if the symptoms become more serious 999 • Any member of staff who displays signs of being unwell, such as having a continuous cough, high temperature or difficulty in breathing, is immediately sent home and advised to call 999 if they become seriously ill or their life is at risk. • Staff ensure that any unwell staff or volunteers who are waiting to go home are moved to a quieter area of the academy, away from others. • Areas used by unwell members of staff who need to go home are appropriately cleaned once vacated. • If staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection (Wheel chair access toilets in admin) • Any medication given to ease symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. • Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves. In this case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace. All those who have supported an unwell student or colleague will be encouraged to wash their hands for a min of 20 secs. If staff supervising a 				

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		<p>symptomatic child or colleague wishes to return home to shower and change they will be supported to do so</p> <ul style="list-style-type: none"> • Staff can be instructed to go home if they are unwell, even if they would like to stay in school. • Other First Aid requirements this will be administered by trained First Aiders who can be contacted on the academy radio or by telephoning reception. • For staff anxious about the ongoing situation they are encouraged to seek support through the school and Trust wide channels. 				
Spread of Infection	H	<ul style="list-style-type: none"> • Keep occupied spaces well ventilated, good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area. • When the academy is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including: <ul style="list-style-type: none"> - mechanical ventilation systems – these 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 full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply 	Yes	Contracts Manager	06/09/2021	M

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		<ul style="list-style-type: none"> - natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air - natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information. • To balance the need for increased ventilation while maintaining a comfortable temperature, consider: <ul style="list-style-type: none"> - opening high level windows in colder weather in preference to low level to reduce draughts - increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) - providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform - rearranging furniture where possible to avoid direct draughts. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. Ensure individuals wear the appropriate clothing 				

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		<ul style="list-style-type: none"> • When rooms are empty (between lessons / break / or when not timetabled or when staff are working on their own and feel able to do so) open the windows fully to purge the space • We have asked staff in the RAs to support us by, as they leave a room to fully open the window – in our efforts to keep each other safe • Facilities and cleaning teams are being asked to open windows fully in the morning and evening until the building is locked to purge also – vents are being left open all night to purge (this would be part of the usual ventilation system) • The site team will ensure that the rooms are sufficiently aired at the start and end of each day. This means that before the school day the windows will be opened for at least 1 hour before and at the end of each working day. • During the day if the room is not being used i.e. over lunch or break then some of the windows can be fully open to allow more ventilation. When students return to the room the windows can be closed slightly. Ventilation must be provided but a balance should be made between that and a comfortable working temperature • All classrooms are fitted with CO₂ monitors • All classrooms will still have hand sanitisers and all main offices will have hand sanitiser available • Staff are encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if somebody has been sent home with suspected coronavirus. 				

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		<ul style="list-style-type: none"> Staff and volunteers are vigilant and report concerns about their own, a colleague's or a student's symptoms to the Operations Manager. We are also enforcing open doors (Inc. where possible external doors) though obviously not fire doors, to ensure a through draft wherever possible While maintaining a comfortable workplace temperature. Opening higher-level windows is likely to generate fewer draughts. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm#how_to_improve HSE guidance updated 31 December 2020. 				
Poor Management of Infectious Diseases	H	<ul style="list-style-type: none"> All staff have been issued with LFD home testing kits Everyone is 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. Operations Manager, Attendance Team and Deputy Headteacher to liaise with Track and Trace if necessary and identify close contacts in the event of confirmed case Staff to be informed by HT or Operations Manager of confirmed case as soon as is practicable School to keep an accurate record of close contact between each group of staff and students via published seating plans if contacted by NHS track and trace 	Yes	Operations Manager	06/09/2021	M

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		<ul style="list-style-type: none"> Each class has a seating plan to we can quickly and effectively identify close proximity if a student is confirmed with COVID 19 and we are contacted by track and trace. The Contracts Manager monitors the cleaning standards of academy, cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. This is reviewed weekly by the Headteacher and TCAT Estates Manager 				
Lack of Communication	H	<ul style="list-style-type: none"> The Headteacher puts into place any actions or precautions advised by the local Public Health Team and communicates changes clearly and in a timely manner. Staff and volunteers are kept updated about any changes to infection control procedures and social distancing arrangements as necessary via staff briefing Parents and students are updated regularly through usual home/school communications, these may be more frequent and will be targeted in the event of a positive case or outbreak 	Yes	Headteacher	06/09/2021	M
Safeguarding	H	<ul style="list-style-type: none"> DSL holds remote meetings with designated Safeguarding Governor to review There will always be a member of SLT / DSL or CP Team on site during school hours Additional SLT have completed DSL Level 3 training to provide additional support if required Trust DSL will offer support in the event of absence of the DSL 	Yes	DSL	06/09/2021	M

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Educational Visits	H	<ul style="list-style-type: none"> Any visits that take place are done so in line with protective measures, including keeping young people in consistent groups and ensuring destinations are COVID-secure 	Yes	DSL	06/09/2021	M
Emergencies	H	<ul style="list-style-type: none"> All staff members' and volunteers' emergency contact details are up-to-date, including alternative emergency contact details, where required. This will be reviewed electronically on a termly basis by the Operations Manager. The SOP has clear instructions in place of what staff should do in a medical emergency related to Covid-19. Staff members' and volunteers' alternative contacts are contacted where their primary emergency contact cannot be reached. The academy has an up-to-date First Aid Policy in place, which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Yes	Operations Manager	06/09/2021	M
Heating and ventilation	H	<ul style="list-style-type: none"> The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is reached before the school opens. Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. The Site Manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. All ventilation systems remain energised in normal operating mode. 	Yes	Contracts Manager	06/09/2021	M

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		<ul style="list-style-type: none"> Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. Where possible, the windows and doors of occupied rooms are open, including staff rooms and offices. Ventilation to chemical stores remains operational 				
Continuous learning and Attendance	H	<ul style="list-style-type: none"> Parents and Carers are informed that the usual rules on attendance apply from September 2021 – this means parents have a duty to secure that their child attends regularly. All parents and carers directed to School attendance: guidance for schools - GOV.UK (www.gov.uk) updated on 7th January 2021 The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. Young people who are reluctant or anxious to return to the academy are identified and relevant staff members develop plans to reengage these young people. Students who are not engaging with blended learning are considered vulnerable and a 5 point plan is put in place to ensure students are able to engage with learning online. This is co-ordinated by the Deputy Headteacher in conjunction with the Pastoral Teams and monitored through the weekly Attendance Team update. For students who are self isolating we will follow the TCAT blended learning policy and place learning on Teams In the event of a wider case of a year group or whole teaching class live learning will be provided via Teams 	Yes	DSL	06/09/2021	M

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		<ul style="list-style-type: none"> For students who are not attending the school and are not isolating there is no expectation to provide blended learning 				