

Risk Assessment – COVID-19 - Ormiston Bushfield Academy

(please note this is a live document and regular updates/changes may be needed following government advice, please amend accordingly)

Title of risk assessment	COVID-19 Academies	Date of Assessment	12 th July 2021 to use from 19 th July Reviewed 24.08.21 LS Reviewed 01.09.2021 BC Reviewed 22.09.21 BC Reviewed 08.10.21 BC
Name of Assessor	Jane Smith - H&S Officer OAT Louisa Sharpless - Compliance Manager OAT Ben Curtis - Head of ICT & Facilities OBA	Location	All Academies
Who may be affected?	Staff, Pupils, contractors and Visitors		
Description of activities	Varied activities within an educational setting – Primary, Secondary and post 16		
Additional Guidance used for this risk assessment and for academies to refer to.	Guidance referred to for this RA Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)		

Hazard	Who can be harmed	Existing Controls and Working Practices	Initial Risk Rating (S x L = Total)			Additional Controls	Final Risk Rating (S X L = Total)			Actions (Who, Due Date)
			Severity	Likelihood	Total		Severity	Likelihood	Total	
Risk of contracting the virus through lack of infection control	Staff, pupils, visitors, and contractors	Respiratory hygiene promoted by staff and pupils using the catch it, bin it, kill it, approach. Frequent hands washing take place – pupils and staff are encouraged to wash their hands regularly. Academies have access to the e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene Small children and pupils with complex needs are provided with assistant to clean hands if needed. Skin friendly wipes are also used for those who may have any skin conditions. Pupils and staff wash their hands when changing activities, changing locations, on arrival to school and when leaving school.	4	3	12	Separate RA in place for contractors.				

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		<p>Sanitiser is provided in communal spaces and department areas.</p> <p>In workshop areas handwashing is preferable. If this not practicable non-alcohol gels are used in D&T workshop and science labs. Schools refer to GL344 guidance for D&T.</p> <p>PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with Covid symptoms.</p> <p>PPE provided for staff when working children or young persons who cough, spit or vomit. Lidded bins are used throughout the academy.</p> <p>Academy uses isolation room for anyone displaying Covid symptoms until they can be sent home.</p> <p>Cleaning materials are available in departmental offices for staff to use if required.</p> <p>Signage in place to reinforce guidance on infection control.</p> <p>Staff, students and visitors to wear face coverings in corridors and communal areas.</p> <p>No meetings to be held in rooms without ventilation.</p> <p>No meetings to be held where 2m social distancing can't be maintained.</p> <p>Staff advised to adjust the activities conducted in lessons to reduce the amount of sharing of resources between students. Activities previously considered as high risk of spreading airborne infections such as singing are stopped.</p> <p>Parents Evenings moved to online.</p>				The Academy ensures when purchasing non-alcohol-based hand gels ensure they claim to kill 99.99% of viruses and bacteria.				
Risk of contracting the virus through local outbreaks	Staff pupils	<p>Advice is followed from Director of Public health/LPHT and Regional directors and the outbreak management plan is used which may re introduce the following control measures;</p> <ul style="list-style-type: none"> • Social distancing measures • Bubbles • Face coverings 	4	3	12					

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		<p>OAT Outbreak management plan is followed OATnet Coronavirus advice - Home (sharepoint.com)</p> <p>The school contacts DfE helpline on 0800 046 8687 if they have an outbreak which is several linked cases within a 14 days period.</p> <p>PHE LHPT and /RD's will recommend measures if an outbreak occurs following the measures in the contingency framework.</p>								
Risk of contracting the virus following close contact with a positive case	Staff pupils	<p>If you are fully vaccinated and it has been 14 days since your final dose you no longer need to self-isolate if you've been identified as a close contact of someone with COVID-19.</p> <p>Staff are advised to take a PCR test as soon as possible. Home testing kits are available if required.</p> <p>Staff who have been identified as a close contact of a positive case are to notify the Academy Covid response team and adhere to the following guidance:</p> <ul style="list-style-type: none"> No meetings to be held in rooms without ventilation No meetings to be held where 2m social distancing can't be maintained Teach from the front of the classroom No air conditioning to be used in classrooms Classroom windows to remain open for natural ventilation Distance as far as possible from all other people when in the building Wear a mask/face covering in corridors/communal areas <p>Anyone not fully vaccinated should continue to isolate as per the guidance from NHS Test and Trace.</p>	4	3	12					
Ventilation	Staff and pupil	<p>Manufacturer's guidance referred to and Professional supplier used where further advice is needed for academies own HVAC system. Guidance is followed in line with the HSE and CIBSE</p> <p>Recirculation of air within a single room where this is complemented by an outdoor air supply is acceptable.</p> <p>Windows are open for natural ventilation in occupied spaces.</p>	4	3	12					

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		<p>If it is windy, cold or raining then it may not be practical to fully open the windows/vents, however they remain open as far as reasonably possible without causing discomfort.</p> <p>Internal doors are propped open where appropriate.</p> <p>Mechanical ventilation is adjusted to increase the ventilation rate wherever possible and that only fresh outside air is circulated.</p> <p>Poorly ventilated areas are assessed before use and steps are taken to introduce fresh air flow.</p>								
Staff related absence resulting in low numbers of staff to operate	Staff/ SLT/ Pupils/ Catering and cleaning staff	<p>SLT to provide contingency planning when school have a reduced number of staff in place.</p> <p>School follow contingency outbreak management plan.</p> <p>Academies to bring in supply staff to cover absence if needed.</p> <p>Remind staff of sickness policy during training days.</p> <p>Only essential tasks are carried out where there are staff shortages.</p> <p>If kitchen must close, emergency sandwiches can be bought from local supermarkets on day and parents informed that pupils would need packed lunches following on from then or academy externally sourced lunch(sandwiches) provided for pupils entitled to free meals.</p> <p>In the event of significant staff absence, the Principal will review the viability of school remaining open in consultation with Regional Director, local authority and Academy SLT.</p> <p>If school is to be closed then this will be communicated to staff and parents via email, letter, PLMR, and the school website.</p>	4	3	12					
Cleaning	Staff, pupils, cleaner and visitors	Regular cleaning takes place and school follow the government guidance below	4	3	12					

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		<p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Schools follow cleaning guidance from Hand contact surfaces, Frequent cleaning is increased especially for touch surfaces and equipment.</p> <p>Staff use the most up to date cleaning checklist updated for the pandemic.</p> <p>The school use foggers following anyone who has displayed symptoms or if an outbreak takes place, this includes fogging the isolation room.</p> <p>Staff follow the cleaning guidance on oatnet OATnet Coronavirus advice - Home (sharepoint.com)</p> <p>Staff responsible for cleaning their own workstations/desks</p> <p>PPE is provided for staff for cleaning. Staff and pupils have their own pens and pencils.</p>								
Risk of transmitting the virus to vulnerable groups including expectant mothers/CEV	Staff and Pupils	<p>CEV pupils and staff follow all the advice outlined in this risk assessment.</p> <p>Separate HCP/RA in place for those with medical needs.</p> <p>Expectant mothers have a separate risk assessment in place and is regularly reviewed.</p>	4	3	12					
Displaying symptoms of COVID 19 or a positive test	Staff and pupils	<p>Staff and pupils are aware not to come into the setting if they have symptoms and must be sent home to self-isolate and follow https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>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</p> <p>If a child is waiting to be collected, they are moved to an isolated room, windows in the room are opened for ventilation. If a child cannot be isolated, they are moved to an area which is at least 2 metres away from others.</p>	4	3	12					

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		<p>If the child needs the bathroom, it is separate from others and cleaned and disinfected before being used by anyone else.</p> <p>Schools no longer complete contact tracing this is completed by NHS test and trace.</p> <p>Remote learning is provided where pupils are self-isolating or have to self-isolate due to being positive with Covid.</p>								
Asymptomatic testing	Staff and Pupils	<p>Testing take places over the summer for those attending summer schools/enrichment activities within school settings.</p> <p>Secondary school pupils receive 2 on-site lateral flow device tests, 3 to 5 days apart.</p> <p>Pupils return to school staggered during the first week to help manage testing.</p> <p>Pupils test twice a week from home from September until further notice.</p> <p>The Academy has a testing area allocated for those who cannot test themselves at home.</p>	4	3	12					
Mental health	Staff and Pupils	<p>The Academy welfare team is available to support students with their mental health.</p> <p>A variety of other different support sources are available for staff and pupils who may suffer from anxiety due to Covid including access to external; counselling services.</p>	4	3	12	Staff to contact HR or Head of IT & Facilities if they require additional information on the counselling services available.				
Educational visits	Staff and Pupils	<p>International visits do not take place before the start of the new term.</p> <p>Schools are aware of the travel list and the likelihood that this can change at any time.</p> <p>School liaise with the RD's and insurance/travel policy before looking at booking travel arrangements.</p> <p>Contingency plans are in place should any travel plans be cancelled.</p> <p>For all educational visits a separate risk assessment is completed and submitted through EVOLVE and</p>	4	3	12					

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		advice is sought form Outdoor educational advisory panel (OEAP).								
Risk of transmission due to close contact on Academy minibus	Staff and pupils	Staff and students are to wear a face covering when taking students out in the minibus. Windows are to remain open on the minibus to ensure adequate ventilation. Staff and students do not enter minibus if they feel unwell. Students are to be spread out as much as possible when seated in the minibus to reduce close contact.	4	3	12	In conjunction with the mini bus risk assessment.				

Acknowledgements & Signatures

Risk Assessor: By signing this risk assessment, I acknowledge my responsibility as the Risk Assessor for conducting this risk assessment.		Management: By signing this risk assessment, I acknowledge my responsibility as the department management for reviewing and approving this risk assessment and communicating controls and any improvements to staff.	
Risk Assessor Name and Signature Ben Curtis	Date: 1 st September 2021	Manager Name and Signature: Dennis Kirwan	Date: 1 st September 2021
Review date: Ongoing as and when the guidance changes			

Guidance

Severity of Harm from this Hazard

- Total Estimated Risk = Severity x Likelihood
- Hazards with significance factors equal to or greater than 16 or a Severity Rating of 4 or 5 warrants the use of additional controls and an action plan that has been reviewed

Score	Severity / Consequence	Effects
1	NEGLIGIBLE	Negligible injury or health implications with no treatment or first-aid only. .
2	MINOR	No-Lost Time Injury(ies) and no chronic effects, but treatment beyond first aid may be required.
3	MODERATE	Person suffering Lost Time Injury, RIDDOR, hospital treatment or job restriction/business affected by outbreak
4	SERIOUS	Illness resulting in time off work long term/ill health

5	MAJOR	Fatality
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Likelihood of Potential Exposure to this Hazard

Score	Definition
1	Little or no chance of occurrence; would require an extraordinary combination of factors for the situation to result.
2	Not likely to occur in normal circumstances
3	Possible when additional factors are present but otherwise unlikely to occur.
4	Such an event is known to have occurred and is likely to re occur.
5	Almost inevitable that an incident would result / occurs frequently

Risk Rating		Severity / Consequence				
		1. Negligible	2. Minor	3. moderate	4. Serious	5. Major
Likelihood	1. Very unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15

	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Rating Bandings		
Low risk (1-6)	Medium Risk (8-12)	High Risk (15-25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level