

## 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)

<b>Title of risk assessment</b>	COVID-19 Academies	<b>Date of Assessment</b>	12 <sup>th</sup> July 2021 to use from 19 <sup>th</sup> July Reviewed 10 <sup>th</sup> December 2021 Reviewed 4 <sup>th</sup> January 2022 (update due to changes in face coverings) Reviewed 6 <sup>th</sup> January 2022 (update due to changes in PCR Testing)
<b>Name of Assessor</b>	Jane Smith - H&S Officer, OAT. Louisa Sharpless - Compliance Manager, OAT. Ben Curtis - Head of ICT & Facilities, OBA.	<b>Location</b>	All Academies
<b>Who may be affected?</b>	Staff, Pupils, contractors and Visitors		
<b>Description of activities</b>	Varied activities within an educational setting – Primary, Secondary and post 16		
<b>Additional Guidance used for this risk assessment and for academies to refer to.</b>	Guidance referred to for this RA <a href="https://www.gov.uk/government/guidance/schools-covid-19-operational-guidance">Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</a>  <a href="https://www.gov.uk/government/guidance/contingency-framework-education-and-childcare-settings">Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</a>		

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	
<b>Risk of contracting the virus through lack of infection control</b>	Staff, pupils, visitors, and contractors	All staff, pupils, visitors and contractors to wear face coverings when in the building, including during lessons.  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 still 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 assistance to clean hands if needed.  Skin friendly wipes are also used for those who may have any skin conditions.	4	3	12	Separate RA in place for contractors.				

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	
		<p>Pupils and staff wash/sanitise their hands when changing activities, changing locations, on arrival to school and when leaving school.</p> <p>Sanitiser is provided in communal areas or other prominent locations/outside classroom doors.</p> <p>In workshops and science lab areas handwashing is preferable, if this is not practicable then non-alcohol gels are used.</p> <p>The Academy ensures when purchasing non-alcohol-based hand gels ensure they claim to kill 99.99% of viruses and bacteria.</p> <p>Schools refer to GL344 guidance for D&amp;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>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>								
<b>Risk of contracting the virus through local outbreaks</b>	Staff pupils	Advice is followed from Director of Public health/LPHT and Regional directors and the outbreak management plan is used which may re	4	3	12					

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	
		<p>introduce additional control measures such as Social distancing measures and Bubbles.</p> <p>OAT Outbreak management plan is followed <a href="#">OATnet   Coronavirus advice - Home (sharepoint.com)</a></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>								
<b>Ventilation</b>	Staff and pupil	<p>Manufacturer's guidance referred to and Professional supplier used where further advice is needed for Academies own HVAC system.</p> <p>Guidance is followed in line with the HSE and CIBSE Heating and ventilation guidance.</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 where possible in occupied spaces.</p> <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>Poor ventilated areas are assessed before use and steps are taken to introduce fresh air flow.</p>	4	3	12	Carbon dioxide monitors will be supplied to schools from the DfE – these are to be used in areas in poorly ventilated areas.				
<b>Staff related absence resulting in low numbers of staff to operate</b>	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 on OATnet link above.</p>	4	3	12					

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	
		<p>Academies to be bring in supply staff to cover absence if needed.</p> <p>Remind staff of sickness policy.</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. Parents are to be informed that pupils would need packed lunches following on from then. Academy will source lunch(sandwiches) 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>								
<b>Cleaning</b>	Staff, pupils, cleaner and visitors	<p>Regular cleaning takes place and Academy follows the government guidance below  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Frequency of 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 <a href="#">OATnet   Coronavirus advice - Home (sharepoint.com)</a></p> <p>Staff responsible for cleaning their own workstations/desks. Cleaning materials provided.</p> <p>PPE is provided for staff for cleaning. Staff and pupils have their own pens and pencils.</p>	4	3	12					

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	
<b>Risk of transmitting the virus to vulnerable groups including expectant mothers/CEV</b>	Staff and Pupils	CEV pupils and staff follow all the advice outlined in this risk assessment.  Separate HCP/RA in place for those with medical needs.  Expectant mothers have a separate risk assessment in place and is regularly reviewed.  <u><a href="#">RCOG/RCM guidance on coronavirus (COVID-19) in pregnancy is</a></u> referred to as part of the expectant mother risk assessment.	4	3	12					
<b>Displaying symptoms of COVID 19 or a positive test</b>	Staff and pupils	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 appropriate government guidance: <u><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></u>  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.  Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.  If a child is waiting to be collected, they are moved to an isolated room if appropriate for age of the child, 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.  If the child needs the bathroom, it is separate from others and cleaned and disinfected before being used by anyone else.  Schools no longer complete contact tracing this is completed by NHS test and trace.  Where pupils are self-isolating or have to self-isolate due to being positive with Covid remote learning is provided.	4	3	12					

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	
		<p>If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days.</p> <p>You can leave self-isolation after 7 days if you get negative LFT results on day 6 and day 7 and you do not have a temperature. The tests have to be 24 hours apart. If the LFD test is positive you have to keep isolating until you get 2 negative LFD tests (24 hours apart) or you have completed your 10 days.</p> <p>Close contacts with a positive case – if you are fully vaccinated you should take a LFD test every day for 7 days and continue to attend as normal unless you have a positive result or develop symptoms. Anyone not fully vaccinated should continue to isolate as per the guidance from NHS Test and Trace.</p> <p>In addition to this it is recommended you maintain your distance from others; not being in an unventilated room with anyone; face coverings when near others etc.</p> <p>If you develop symptoms, self-isolate and take a test.</p>								
<b>Asymptomatic testing</b>	Staff and Pupils	<p>All staff and pupils to continue testing twice a week at home until further notice. For those who cannot test themselves at home the academy has a testing area available.</p> <p>Additional testing to be undertaken within the school setting for all secondary (consented) students within the first week in January after the Christmas holidays.</p>	4	3	12					
<b>Mental health</b>	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.				
<b>Educational visits</b>	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>	4	3	12					

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	
		<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 advice is sought from Outdoor educational advisory panel (OEAP).</p>								
<b>Risk of transmission due to close contact on Academy minibus</b>	Staff and pupils	<p>Staff and students are to wear a face covering when taking students out in the minibus.</p> <p>Windows are to remain open on the minibus to ensure adequate ventilation.</p> <p>Staff and students do not enter minibus if they feel unwell.</p> <p>Students are to be spread out as much as possible when seated in the minibus to reduce close contact.</p>	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**

Jane Smith - H&S Officer, OAT.  
 Louisa Sharpless - Compliance Manager, OAT.  
 Ben Curtis - Head of ICT & Facilities, OBA.

**Date:**

12<sup>th</sup> July 2021  
 10<sup>th</sup> December 2021  
 6<sup>th</sup> January 2022

**Manager Name and Signature:**

Dennis Kirwan

**Date:**

4<sup>th</sup> January 2022

**Review date: January 2022 or 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

### 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	<b>STOP THE ACTIVITY-</b> Identify new controls. Activity must not proceed until risks are reduced to a low or medium level