

The Eastwood Academy Risk Assessment (Covid-19)

Establishment: The Eastwood Academy	Assessment by: S. Sterling/N. Houchen	Date: 13/11/2020
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This document should be read in conjunction with the Covid-19 Frequently Asked Questions (FAQ)

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures	Are Control Measures Y/N/NA		Additional Control Measures	Residual Risk Rating
				In Place	Adequate		
Transmission Office settings	Office Staff	Medium	Those on site should work 2m apart, where possible. Maximum occupancy of rooms calculated and agreed.	Yes	Yes	Staff working face to face will have screens between them.	Low
Vulnerable individuals Those self - isolating	Staff and Pupils	Medium	Clinically extremely vulnerable individuals are identified and risk assessments undertaken. From 5 th November, under the New National Restrictions , clinically extremely vulnerable should not attend school. Clinically vulnerable individuals, should, where possible, keep 2m away from others. Refer to sections 3.5, 3.6, 4.1 and 4.2 in the FAQ.	Yes	Yes	Provide support for staff around mental health and wellbeing (refer to section 3.2 and 4.5 in the FAQ and Staff Wellbeing Policy) Counsellor on site.	Low

Traveling to school Transmission risk	Staff and Pupils	Low	<p>Adequate bike racks currently in place at the school</p> <p>Arrival and departure times to be staggered to reduce mixing.</p> <p>Reduce congestion, for example, by having more entry points to the school. Separate entry points for cohorts.</p> <p>Provide handwashing facilities, or hand sanitiser, at entry/exit points.</p> <p>Entry points to remain open where possible to reduce contact points. Doors open on mag locks or latches.</p> <p>Geographical separation of year group 'bubbles' during break and lunch.</p>	Yes	Yes		Low
Horizontal movement Transmission risk	Staff and Pupils	Medium	<p>Reduce movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.</p> <p>Restrict access between different areas of the Academy site.</p> <p>Regulate use of high traffic areas including corridors and walkways to maintain social distancing.</p> <p>Face coverings should be worn by staff and pupils as they move around the school e.g. in corridors and communal areas - DfE Face Coverings guidance and New National Restrictions</p> <p>Reduce lunch to 30 minutes.</p>	Yes	Yes	<p>Geographical separation of year group 'bubbles' during break and lunch.</p> <p>Additional toilet facilities in year group zones.</p> <p>Face coverings provided to staff and pupils.</p>	Low

Classrooms and workspaces	Staff and Pupils	High	<p>Pupils will be seated side by side and facing forwards.</p> <p>Pupils will be reminded to not touch their peers.</p> <p>Where possible, teachers should maintain a 2m distance from pupils. In particular, they should avoid close face to face contact and minimise time spent within 1m of anyone.</p> <p>Shared classroom resources must be disinfected before use.</p> <p>Although teachers are permitted to take class books home to mark, they should endeavour to mark them on the Academy site. Further, when marking books, teachers must wash their hands regularly and avoid touching their face, nose and eyes.</p>	Yes	Yes	Medium
Meeting rooms Assemblies	Staff and Pupils	Medium	<p>Assemblies will be undertaken in year group 'bubbles'.</p> <p>Only necessary participants should attend meetings and should maintain 2m separation throughout.</p> <p>Avoiding transmission during meetings, for example, avoiding sharing pens and other objects.</p> <p>Hand sanitiser provided in meeting rooms.</p> <p>Holding meetings outdoors or in well-ventilated rooms whenever possible.</p> <p>For areas where regular meetings take place, using signage to help people maintain social distancing.</p>	Yes	Yes	Low
Common areas Canteen	Staff and Pupils	High	<p>Geographical separation of year group 'bubbles' during break and lunch.</p> <p>Indoor and outdoor zones provided for each year group bubble.</p> <p>Staff will be discouraged from using communal areas.</p>	Yes	Yes	Low

Reception	Admin Staff	High	<p>Install screens to protect staff in Reception and other public facing areas.</p> <p>Mark on floor a safe distance from which Reception can be used and have a sign for occupancy rules.</p>	Yes	Yes		Low
First aid	Staff, Pupils and First Aiders	High	<p>Designated staff to use PPE in treating and First Aid issues and suspected Corvid cases.</p> <p>Medical Room (Conference Centre) to be cleaned after each First Aid case or suspected Covid-19 case.</p>	Yes	Yes		Low
Managing visitors and contractors	Staff, Pupils, Visitors and Contractors	Medium	<p>Encourage visits via remote connection/working where this is an option.</p> <p>Where site visits are required, site guidance on Safe Social Distancing and hygiene should be explained to visitors on or before arrival. Visitors/contractors should read and sign the Visitor/Contractor Declaration Form in Appendix 4 in the FAQ.</p> <p>Number of visitors at any one time is limited.</p> <p>Limit visitor times to a specific time window.</p> <p>Only essential services and contractor visits should be undertaken.</p> <p>Maintain a record of all visitors for the purposes of NHS Test and Trace.</p> <p>From 5th November, under the New National Restrictions, visits will be restricted to only those that are absolutely necessary.</p>	Yes	Yes		Low
Providing and explaining available guidance	Staff and Pupils	Medium	<p>Clear guidance shall be provided on social distancing and hygiene to all staff and pupils.</p>	Yes	Yes		Low

Ventilation	Staff and Pupils	Medium	<p>Windows and doors should be open frequently to encourage ventilation, where possible.</p> <p>As the ambient temperature decreases, windows should be open enough to provide background ventilation. When rooms are not occupied, windows should be fully open.</p>	Yes	Yes		Low
Keeping the workplace clean	Staff and Pupils	High	<p>Frequent cleaning of work areas and equipment between uses, using usual cleaning products.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of the day.</p> <p>Limiting or restricting use of high-touch items and equipment e.g. printers and whiteboards.</p> <p>Cleaning after a known or suspected case of Covid-19 shall be in accordance with the specific guidance.</p>	Yes	Yes		Medium

Hygiene – handwashing, sanitation facilities and toilets	Staff and Pupils	High	<p>Show pupils a presentation on the importance of social distancing, handwashing and ‘catch it, bin it, kill it’.</p> <p>Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Provide regular reminders and signage to maintain personal (effective) hygiene measures.</p> <p>Provide hand sanitiser in multiple locations, classrooms, in addition to washrooms.</p> <p>Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Enhance cleaning for busy (high volume) areas.</p> <p>Provide more waste facilities/more frequent collection.</p>	Yes	Yes	Medium
Changing rooms and showers	Staff and Pupils	High	Enhance cleaning of all facilities.	Yes	Yes	Low
Handling goods, merchandise and other materials, and onsite vehicles	Staff	Medium	Cleaning procedures for goods and merchandise entering the site.	Yes	Yes	Low
Deliveries to Other Sites	Staff	Medium	<p>Minimise person-to-person contact during deliveries a 2m distance shall be maintained at all times.</p> <p>Items shall be cleaned where necessary.</p> <p>Contact on delivery note shall be reduced.</p>	Yes	Yes	Low

Communication and Training	Staff	Low	Clear, consistent and regular communication to improve understanding and consistency of ways of working shall be provided through e-mail.	Yes	Yes		Low
National guidelines are updated daily but school lapses in following advice	Staff and Pupils	High	Principal to ensure daily checks are made in respect to Government updates. Website (homepage) information is updated. Pupils updated during form time/through class teachers/email as appropriate. Any change in information to be shared with Trustees and passed on to parents and staff by email.	Yes	Yes		Low

<p>Guidelines in place but are not being followed in school</p>	<p>Staff and Pupils</p>	<p>High</p>	<p>Posters around school including Reception, Canteen, in classrooms and in corridors.</p> <p>Hand sanitizers installed in key locations to ensure ease of access for staff and pupils.</p> <p>Teachers to reiterate guidance in form time and class time (when directed).</p> <p>Cover the cough or sneeze with a tissue, then throw the tissue in a bin.</p> <p>Avoid touching eyes, nose and mouth with unwashed hands.</p> <p>Coronavirus information is published on the Academy website.</p> <p>Cleaning contractors to follow advice in the guidance - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning staff to ensure that:</p> <p>All toilet/bathroom facilities are well stocked. Cleaners' resources are adequate and are effective against Covid-19.</p> <p>Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled.</p> <p>Hand sanitiser stations are regularly checked and restocked.</p>	<p>Yes</p>	<p>Yes</p>		<p>Low</p>
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Communication	Staff and Pupils	High	<p>All staff/pupils aware of current actions and requirements and reminded frequently using established communication systems.</p> <p>Principal to share Risk Assessment with all staff.</p> <p>Head of Departments should monitor their own areas/spaces of work.</p> <p>Risk assessment to be discussed at departmental meetings as a standing item. Staff to feedback via meetings to head of departments who then raise issues or recommendations to SLT.</p>	Yes	Yes		Low
Infection control	Staff and Pupils	High	<p>Refer to sections 3.0 and 4.0 in the FAQ.</p> <p>Any pupil or member of staff feeling unwell is to be directed to the medical room (Conference Centre) by any open-air route.</p> <p>Pupil is isolated.</p> <p>Windows are opened and staff remain at least 2m away or wait outside.</p> <p>Where practical, no more than one person to occupy the medical room, additional rooms used.</p> <p>Parent is contacted to collect the pupil.</p> <p>Staff member to be sent home.</p> <p>The Principal is informed immediately.</p> <p>Medical room (Conference Centre) is cleaned and disinfected.</p>	Yes	Yes		Medium
Suspected case in school (staff or pupil)	Staff and Pupils	High	<p>Deep clean core areas.</p> <p>Inform staff of the need for effective hygiene.</p> <p>Contact parents –general information about sickness etc.</p>	Yes	Yes		Medium

Confirmed case in school	Staff and Pupils	High	Contact relevant agencies e.g. LA / Public Health England and follow advice.	Yes	Yes		Medium
Confirmed case in a family	Staff and Pupils	Medium	Children in the family to remain at home in line with guidance for self-isolation - Implementing Protective Measures in Education	Yes	Yes		Low
Staff are unwell but attend school Staff absence Increases	Staff and Pupils	High	<p>People who feel unwell should stay at home and should not attend work or any education or childcare setting - Implementing Protective Measures in Education</p> <p>Communicate to staff the importance of following national guidelines in staff briefings, email and share copies of risk assessment with staff.</p> <p>Remind staff of the sickness policy during any lock down period or staff self-isolation.</p> <p>Staff to inform Principal immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice and guidance.</p>	Yes	Yes		Low

Catering staff absent – lunch no longer available	Pupils	Low	<p>Canteen Manager to ensure precautions are in place for all staff on site:</p> <p>Washing hands Use of sanitizer Wearing gloves and hair nets and uniform. Thorough cleaning of kitchen at the end of every service. Kitchen space and lavatory for staff are being cleaned as appropriate.</p> <p>Principal is informed of any staff off sick with Covid-19 symptoms.</p> <p>If no kitchen staff available:</p> <p>Kitchen to close and emergency cold food bought from local supermarkets on day 1.</p> <p>Parents informed that pupils would need packed lunches from day 2.</p> <p>Externally sourced lunch provided for pupils entitled to FSM.</p>	Yes	Yes		Low
Cleaning staff absent– cleaning no longer available	Staff and Pupils	High	<p>Cleaning is outsourced, therefore, cover is within the company and staff will be brought in from their operations team. If the site cannot be cleaned, contact PHE to recommend school closures on health and safety grounds</p>	Yes	Yes		Low

Pupil or adult shows symptoms whilst at School	Staff and Pupils	High	<p>All staff understand the NHS Covid-19 Symptoms and follow agreed processes.</p> <p>Where there are issues locally regarding accessing a test, staff will be provided with a home testing kit.</p> <p>Admin team to notify parents for collection.</p> <p>Pupil moved to identified clean and ventilated room (Conference Centre) until collected and 2m distance maintained from all other staff and pupils.</p> <p>Deep clean of Conference Centre once evacuated.</p> <p>Site Manager:</p> <p>Dispose of rubbish which may have been contaminated. All waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of PHE. The bag can be disposed of in normal waste after 72 hours.</p> <p>Staff to self- isolate – journey home by car.</p> <p>If any adult or pupil tests positive, Principal informs PHE and follows advice.</p> <p>Refer to FAQ Crib Sheet</p>	Yes	Yes		Low
Siblings at another school report unwell and family confused as to appropriate action	Pupils	Medium	<p>The Academy has the most recent information from the Government and this is distributed throughout the school community through an FAQ.</p>	Yes	Yes		Low

Vulnerable pupils and adults in the School are exposed to illness	Staff and Pupils	High	Risk assessments are undertaken and in line with medical advice. Parental decision takes primacy.	Yes	Yes		Medium
Delivering Practical subjects	Staff and Pupils		Practical subjects will follow national guidance and subject specific guidance as recommended by the relevant bodies. i.e. AfPE, CLEAPSS.	Yes	Yes		Low
Contingency Plans for further wider outbreaks	Staff and Pupils		Appropriate authorities will decide which measures to implement to help contain local spikes in infection rates and the school will aid and comply with these actions. For individuals or groups of self-isolating students, remote education plans are in place - Remote Learning Letter	Yes	Yes		Low
REVIEW: Weekly							