

COVID-19 RISK ASSESSMENT FORM FOR TCAT ACADEMIES - FEBRUARY 2022

Taken from the government guidance - Schools COVID-19 Operational Guidance, which explains the actions school leaders should take to reduce the risk of transmission of coronavirus (COVID-19) in their school. This includes public health advice, endorsed by the United Kingdom Health Security Agency (UKHSA)

The Schools COVID-19 Operational Guidance was first published on 2nd July 2020 has been continually updated throughout the pandemic, with this version of risk assessment based on the updated guidance published on 19th January 2022.

“The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 19 January that the temporary introduction of Plan B is to end. As a result, the Plan B measures in this guidance for schools are being removed. This advice remains subject to change as the situation develops.

COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people’s education remains. Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. We have worked closely with the Department of Health and Social Care (DHSC) and the United Kingdom Health Security Agency (UKHSA) to revise this guidance.

You must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as ‘living documents’, as the circumstances in your 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.”

Control Measures include:

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.

The full guidance is accessible at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1050624/Schools_COVID-19_operational_guidance_Jan_2022.pdf

This risk assessment below uses the format of the generic risk assessment for schools covering the risk posed by COVID-19 produced by the LA in June 2020 and reflects the requirements in the above guidance. The generic risk assessment has been reviewed by the Head Teacher, the TCAT Director of Operations and relevant academy staff. The tasks and work activities have been reviewed and this risk assessment modified according to individual academy situations.

This risk assessment will be shared with all staff within the academy and will be placed on the academy website to ensure parents can also see the control measures being implemented within academy to protect their child.

TRUST:	The Challenge Academy Trust	
SCHOOL:	Padgate Academy (Secondary School)	
PRINCIPAL:	Misia Barclay	
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REF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Communication and consultation	Y	Uncertainty from staff and parents of the arrangements in place for returning back to academy and the measures in place to protect against the coronavirus.
02	Staffing Level	Y	Lack of staff available to teach or carry out required tasks in academy.
03	Fire Wardens and First Aiders	Y	Lack of fire wardens or first aiders available to deal with emergency or accident.
04	Travelling to and from academy	Y	Unable to maintain hygiene measures and ensure good ventilation on home to academy transport / public transport
05	Arrival and departure from academy	Y	Unable to maintain hygiene measures during the arrival to and departure from academy
06	Use of classroom space	Y	Unable to maintain hygiene and ensure good ventilation in the classroom
07	Movement around the building	Y	Unable to maintain hygiene and ensure good ventilation whilst moving around the building
08	Use of shared resources	Y	Higher risk of contamination if students and staff use shared equipment and resources
09	Access to toilets and hand washing facilities	Y	Unable to maintain hygiene and ensure good ventilation staff during visits to toilets and hand washing facilities
10	Supporting clinically vulnerable students and staff	Y	Students and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
11	Managing symptomatic students and staff	Y	Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance
12	Managing visitors and temporary staff	Y	Visitors do not adhere to control measures put in place
13	Managing in-bound deliveries	Y	Delivery of inbound good - ineffective infection control and increased risk of infection
14	Cleaning	Y	Ineffective infection control and increased risk of infection
15	Administration of First Aid, Medication and Personal Care	Y	Higher risk of contamination through close contact between staff member and student during administration of first aid, medication and personal care
16	RIDDOR reporting	Y	Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19
17	Control of outbreaks in the setting	Y	Outbreaks are not managed in line with LA and PHE guidance risking the spread of the disease within the academy and local population

RISK SCORING

Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures** and then this should be revised following the application of the Mitigation Action Taken.

The risk rating score is based on the **Severity of the Risk x the Likelihood**.

SEVERITY OF RISK (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. UNLIKELY	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
1	Insignificant	1	2	3	4	5	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
2	Low	2	4	6	8	10		
3	Tolerable	3	6	9	12	15	HIGH (H) 16-25	DO NOT PROCEED
4	Major	4	8	12	16	20		
5	Intolerable	5	10	15	20	25		

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	STUDENTS	VISITORS					L x S = RR	L/M/H
1. Lack of communication with parents/carers and staff members	<ul style="list-style-type: none"> Parents/carers may feel anxious about their child attending academy or may not want child back to academy due to lack of information on the controls in place to manage the risk of COVID-19. Staff may feel anxious about working at academy due to lack of information provided or the expectation placed on staff on returning back into the workplace. 	x	x		<ul style="list-style-type: none"> Throughout the pandemic Parents / Carers have been kept up to date with the measures the academy is taking to protect students against the risk of COVID-19 in academy with regular updates being provided when any changes are made to the academy's procedures. Full details of the arrangements in place for the return to academy after the summer break in September 2021 will be shared with parents prior to the re-opening of academies and made available on the Padgate Academy website. Arrangements for SEND students are discussed with Parents/Carers. Where appropriate an individual assessment will be undertaken to identify provision for the small number of students where additional provision may be required. 	8	L	<ul style="list-style-type: none"> All students will have a full briefing on the expectations with regard to this risk assessment, hygiene and testing expectations. All staff will have an updated full health & safety briefing and full explanation of how the academy continues to implement guidance and control risks. The 'catch it, bin it, kill it' approach continues to be very important, and academy will continue to promote this message to everyone in academy. Wellbeing information will continue to be circulated to staff regularly. 	8	L

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		STAFF	STUDENTS	VISITORS						
					<ul style="list-style-type: none"> ✓ Regular communication of mental health information and open-door policy is communicated to all staff and particular care put in place for those who need additional support. ✓ Staff are encouraged to engage with the staff well-being survey and to use own and Trust mechanisms in place to support well-being. ✓ Staff and students Mental Health First Aiders are in place at the academy ✓ See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus ✓ Full information and revised procedures informed by this risk assessment will be produced and published to staff and students and placed on the academy website. ✓ All staff will be made aware of how the academy continues to implement guidance and control risks. The 'catch it, bin it, kill it' approach continues to be very important, and the academy will continue to promote this message to everyone at the academy. ✓ All staff are offered lateral flow test kits, to test at home on a twice weekly basis. Tests will be booked out to staff individually and staff must record their test result to NHS Test and Trace in accordance with the home test kit instructions. 					
2. Staffing levels	<ul style="list-style-type: none"> • Lack of staff available to teach or carry out required tasks in academy 	x	x		<ul style="list-style-type: none"> ✓ Staff have been informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others 	8	L	<ul style="list-style-type: none"> ✓ Staffing levels will be reviewed daily/weekly and as needed to ensure sufficient staff are available and actions taken such as use of 	8	L

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					<p>in their household exhibiting symptoms.</p> <ul style="list-style-type: none"> ✓ The senior leadership team will ensure adequate number of staff identified to carry out day to day duties including leadership, safeguarding, SENCo, first aiders / fire wardens, caretaking and cleaning staff. ✓ Contingency plans for staffing levels (teaching, cleaning, caretaking, etc.) are in place including use of supply and sourcing staff through TCAT where necessary. ✓ Arrangements for extended cleaning hours have been put in place so that more regular and additional cleans are able to take place through the day as required. 			<p>supply staff and merging classes where necessary and appropriate.</p> <ul style="list-style-type: none"> ✓ All staff are encouraged to get their COVID-19 vaccination as soon as they are able to do so and to participate in any programs to get booster jabs. ✓ All eligible staff are encouraged to get their NHS flu vaccine when it becomes available. ✓ The Trust has arranged flu vaccine clinics at 4 locations for staff not eligible for the free NHS vaccine. 		
3. Fire Wardens/ First Aiders	<ul style="list-style-type: none"> • Lack of fire wardens or first aiders available to deal with emergency or accident. 	x	x		<ul style="list-style-type: none"> ✓ Ensure First Aid and Fire Wardens numbers are assessed to provide appropriate cover in place for the needs within academy. ✓ Ensure posters displayed detailing first aid/fire warden contact information. ✓ Identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. See below for further information later in risk assessment. ✓ A list of recommended PPE when undertaking first aid duties at closer contact is provided on the HSE Website See HSE list of recommended PPE and actions when providing first aid. https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm 	6	L	<ul style="list-style-type: none"> ✓ Training for all nominated Fire Wardens and First Aiders is up to date. ✓ Students and staff will be reminded of the evacuation points. ✓ Supplies of the recommended PPE for delivery of first aid are maintained. 	6	L

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					<p><u>See Guidance on Covid-19 in relation to carrying out CPR and resuscitation</u></p> <ul style="list-style-type: none"> ✓ In the event of a fire or an emergency, the emergency evacuation procedure is to be followed. 					
<p>4. Unable to maintain hygiene measures and ensure good ventilation on home to academy transport / public transport</p>	<ul style="list-style-type: none"> • Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e., person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Ensure parents and children and young people are aware of the latest government guidance in relation to the use of public transport ✓ Advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off – if they do not have access to washing facilities advise them to use hand sanitizer ✓ Good ventilation will be maintained on home academy transport and academy minibuses by the opening of windows to encourage crossflow of air. 	6	L	<ul style="list-style-type: none"> ✓ Information given to parents and students before returning reminding them of the need for hand hygiene prior to entering the building and on any transport used ✓ The 'catch it, bin it, kill it' approach continues to be very important, and academy will continue to promote this message to everyone in academy. ✓ Staff and students should follow public guidance on the wearing of face coverings whilst travelling on public transport. ✓ Parents and carers will be reminded about 'travel' guidance for all modes of transport during COVID. 	6	L
<p>5. Unable to maintain hygiene measures during the arrival to and departure from academy</p>	<ul style="list-style-type: none"> • Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e., person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Staff and students to wash their hands-on arrival and prior to leaving the academy and use hand sanitiser at regular intervals and when changing rooms. ✓ Staff to scan (contactless system) their staff badge on entry at academy ✓ Hygiene stations are at the entrance of academy that contains hand sanitiser. Hand sanitiser stations are available throughout the whole academy and in every classroom and on corridors. 	6	L	<ul style="list-style-type: none"> ✓ Door entry systems use scanned cards, but staff then have to use doors - cleaning regime ensures handles are regularly cleaned and sanitiser stations are placed by doors. ✓ Additional wash points to be made available. ✓ Hand sanitiser dispensers are installed at all the academy entrances and in key locations throughout the academy. ✓ Signage is placed around the academy reminding staff to wash 	6	L

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		STAFF	STUDENTS	VISITORS						
					<ul style="list-style-type: none"> ✓ Signage is placed around academy reminding staff to wash hands regularly and to 'catch it-bin it' 			<ul style="list-style-type: none"> hands regularly and to 'catch it-bin it'. ✓ Staff will be reminded about the latest government guidance on 'travel' protocols for all modes of transport. ✓ Staff and students should follow public guidance on the wearing of face coverings whilst travelling on public transport. ✓ Additional cleaning staff have been arranged and will remain onsite throughout the course of the academy day. 		
<p>6. Unable to maintain hygiene and ensure good ventilation in the classroom and in offices</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e., person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Rooms will be thoroughly cleaned every day and the antibacterial fogging machine will be used on a regular basis in each classroom to sanitise all equipment and resources. ✓ Nominated hand wash points established. ✓ Hand sanitiser stations including hand sanitiser, tissues and bins provided at entrance and exit points and in classrooms and other learning environments. ✓ Ensure good supply of gloves and cleaning products are available within each classroom. ✓ Students are asked to bring their own writing equipment with them. Where they forget, this will be issued to them. Anti-bacterial wipes will be provided to enable such items to be cleaned after use. ✓ Staff will have their own individual and very frequently used equipment such as pencils and pens which will not be shared as part of hygiene precautions. 	6	L	<ul style="list-style-type: none"> ✓ Classroom based resources will be used and shared and will be cleaned regularly. ✓ Staff and students are encouraged to conduct a lateral flow test, twice a week, at home. Test kits will be provided by the academy. ✓ The Academy has a supply of face coverings for use by those struggling to access one or to replace those that are damaged or lost. ✓ The CO2 monitors provided by the DfE will be used to identify rooms where air conditioning is required and where necessary rooms so identified will be put out of use until measures can be put into place to improve ventilation to within the advised limits (less than 1500ppm). ✓ Additional cleaning staff have been arranged and will remain onsite throughout the course of the academy day. 	6	L

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					<ul style="list-style-type: none"> ✓ Staff and students, who wish to do so, may choose to wear coverings whilst in the classroom or offices. ✓ Rooms will be arranged so that participants in a meeting are able to keep distance where they wish to do so. ✓ Where there are many participants in a room, tables will be arranged so that participants are placed side-by-side and front facing. ✓ In accordance with HSE guidance, the supply of fresh air must be maximised. Guidance from the DfE and Public Health Warrington indicates that the existing practices of opening windows and doors to create air flow and ensuring that fresh air flow ventilation systems and air conditioning are turned on are sufficient to ensure this fresh air supply. However, where spaces are identified which may have poorer ventilation, the detailed guidance on the provision of ventilation, how to identify poorly ventilated areas and improve ventilation published by the HSE will be followed. Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk) 			<ul style="list-style-type: none"> ✓ Hold back devices have been fitted to fire doors, linked to the fire alarm. ✓ Where possible, staff will open all windows and doors to offices and classroom spaces, with a reminder issued to staff to close them as they leave the space. 		

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		STAFF	STUDENTS	VISITORS						
7. Unable to maintain hygiene and ensure good ventilation whilst moving around the building	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Hand sanitiser stations including hand sanitiser, tissues and bins provided at entrance and exit points and in classrooms and other learning environments ✓ Ventilation maintained in corridors through the opening of windows and doors as appropriate and the use of fresh air flow ventilation systems as appropriate. 	6	L	<ul style="list-style-type: none"> ✓ The Academy has a supply of face coverings for use by those struggling to access one or to replace those that are damaged or lost. ✓ Hold back devices have been fitted to fire doors, linked to the fire alarm. ✓ Additional cleaning staff have been arranged and will remain onsite throughout the course of the academy day. ✓ Windows to communal spaces will be opened each day during opening up of the building. 	6	L
8. Higher risk of contamination if students and staff use shared equipment and resources	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Clean shared materials and surfaces more frequently ✓ Cleaners are rota'd through the day to ensure cleaning of hard surfaces take place and regular cleaning of toilets. ✓ Antibacterial fogging machines will be used twice/weekly ✓ Classroom based resources will be used and shared and will be cleaned regularly. 	6	L	<ul style="list-style-type: none"> ✓ Additional cleaning staff have been arranged and will remain onsite throughout the course of the academy day. ✓ Anti-bacterial wipes will be provided to enable such items to be cleaned after use. ✓ Students and staff are reminded to wash/sanitise their hands regularly throughout the day. 	6	L
9. Unable to maintain hygiene and ensure good ventilation staff during visits to toilets and hand washing facilities	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Advise students and staff to wash their hands for 20 seconds using warm water and soap ✓ Place poster within each toilet area with handwashing procedures to be followed ✓ Ensure adequate supply of soap and water available, this must be replenished throughout the day to ensure constant supply available. ✓ Ensure adequate supply of paper towels in wash areas with signs to place in bin provided. 	6	L	<ul style="list-style-type: none"> ✓ Additional cleaning staff have been arranged and will remain onsite throughout the course of the academy day. ✓ Students and staff are reminded to wash/sanitise their hands regularly throughout the day. ✓ Posters are mounted within all toilet spaces showing how to correctly wash hands. ✓ Consumables are checked regularly and replenished as necessary. 	4	L

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		STAFF	STUDENTS	VISITORS						
							<ul style="list-style-type: none"> ✓ Student access to toilets will be monitored by staff onsite. ✓ Students will be accompanied toilets during lesson times. ✓ Increased frequency of cleaning and sanitising touch points is in place for toilet areas. 			
<p>10. Students and staff who are at higher risk of severe illness if they do not maintain social distancing / follow medical advice</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ All staff and eligible students are encouraged to get their COVID 19 vaccination as soon as they are able to do so and to participate in any programs to get booster jabs if and when they are offered. ✓ Individual risk assessments (based on obtained clinical advice) will be agreed for those whose medical conditions mean that they are amongst the small number of people who advised to take additional precautions. 	8	L	<ul style="list-style-type: none"> ✓ Use of student and staff risk assessments in place to assist staff and students with decision making regarding their own vulnerability or that of their family members. ✓ Promotion of open and supportive conversations with SLT for staff regarding their concerns in this matter. ✓ Individuals who are identified as CEV/CV may continue to go into work but may wish to discuss their personal risk assessment and any additional measures that may be suitable. 		
<p>11. Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance</p>	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Ensure that staff are aware of the process for sending home students if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance. ✓ If a child is awaiting collection: <ul style="list-style-type: none"> - Move them to a room where they can be isolated behind a closed door - Depending on the age of the child and with appropriate adult supervision if required - Open a window for ventilation - If they need to go to the bathroom while waiting to be collected, they should use a 	6	L	<ul style="list-style-type: none"> ✓ Medical room has been nominated as space for symptomatic students – see site map. ✓ Medical room nominated for non-COVID-19 related first aid and medication – see map. ✓ Seek advice from the Public Health Team on any further action to take. Publichealth@warrington.gov.uk ✓ Premises staff have been briefed on cleaning guidelines for areas where symptomatic students have been held. ✓ Ensure that once the room has been cleaned, the antibacterial fogging machine is used to 	6	L

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					<p>separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. . The room will be put out of use until cleaning can take place.</p> <ul style="list-style-type: none"> - PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). - Call 999 if they are seriously ill or injured or their life is at risk. <p>✓ If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>✓ Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance</p>			<p>disinfect the room as an additional precaution.</p> <ul style="list-style-type: none"> ✓ Rooms will be locked, and signage will be applied to ensure staff are aware not to use the room if it has been used and is awaiting cleaning. Signage will be removed when cleaning has been undertaken. ✓ PPE to be provided in accordance with the correct guidance (e.g., IIR2 masks are required for aerosol generating procedures. ✓ Application of first aid measures will follow the guidance in the TCAT Emergency Health and Safety policy. ✓ If a student or staff members becomes unwell with symptoms of coronavirus (COVID-19) whilst in the academy and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising member of staff if a distance of 2 metres cannot be maintained. If contact with the student or staff member is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 		

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		STAFF	STUDENTS	VISITORS						
12. Visitors do not adhere to social distancing measures put in place	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x	x	<ul style="list-style-type: none"> ✓ Visitors advised not to enter the building if they display any COVID-19 symptoms. ✓ Hand sanitiser stations are in reception areas ✓ Visitors are advised of the control measures in academy when arriving at reception and asked to act in accordance with those measures at all times. ✓ Visitors who wish to do so, may wear a face covering whilst in the academy. 	6	L	<ul style="list-style-type: none"> ✓ All visitors (including contractors) to the academy are advised to take a lateral flow test before entering Academy buildings. ✓ Contractors who work at the academy regularly (e.g. cleaning or catering staff) are expected to follow the academy's procedures conduct lateral flow testing at home, twice a week. ✓ A record of all visitors, including contact details is maintained for security and in case of the Academy being asked to assist with test and trace – visitor books and entry logs to be completed by staff, stickers to be used as visitor badges. ✓ Hand sanitiser stations are available in reception areas. ✓ Markings will be placed in reception to keep visitors away from desk. ✓ Visitors and contractors are pre-booked and advised to abide by any rules in place at the Academy. ✓ Meetings encouraged to be held using remote video conferencing where possible. 		
13. Delivery of inbound good - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact 	x		x	<ul style="list-style-type: none"> ✓ Set up a drop off zone for post and deliveries. ✓ Introduce greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical. ✓ Ban non-business deliveries, for example, personal deliveries to workers. 	6	L	<ul style="list-style-type: none"> ✓ Area to be established for dedicated catering deliveries, separate to academy deliveries. 		

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		STAFF	STUDENTS	VISITORS						
	with contaminated surfaces				✓ Ensure that incoming goods are cleaned if appropriate					
14. Cleaning - ineffective infection control and increased risk of infection	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Agreed schedule with the academy's Cleaning Service ✓ Cleaning Services has adopted the COVID-19: cleaning of non-healthcare settings guidance ✓ Additional cleaning requirements and hours agreed with provider ✓ Frequently touched surfaces are cleaned frequently with detergents and bleach ✓ Toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned more regularly than normal ✓ Spaces are well ventilated using natural ventilation (opening windows) or ventilation units. Ventilation units only to be used if they draw on fresh air – units which recycle fresh air will be switched off. ✓ Checks to be made throughout the day to ensure adequate supply of soap and water available in all areas. ✓ Sanitiser stations to include hand sanitiser, sanitiser wipes, tissues and bins set up at entrance and exit and strategic points around academy. ✓ Checks to be made that adequate supply of paper towels. ✓ Check rubbish bins are emptied throughout the day – use bins with lids with operated foot pedals in areas where medical waste is generated. ✓ Cleaning products and gloves to be made available for use in specific areas of academy. ✓ Procedure to be identified in academy where urgent assistance is required in a classroom with cleaning. 	6	L	<ul style="list-style-type: none"> ✓ Premises & Cleaning staff regularly check for refills of hygiene stations. ✓ Use of the antibacterial fogging machine in all areas twice a week if possible and more frequently in areas of high communal usage. ✓ Hold back devices have been fitted to fire doors, linked to the fire alarm. ✓ Fire risk assessment and fire evacuation procedures have been rewritten to provide for the instruction that internal doors left open should be closed as the last person leaves the room or area. 	4	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING L x S = RR	RESIDUAL RISK L/M/H
		STAFF	STUDENTS	VISITORS						
15. Higher risk of contamination through close contact between staff member and student during administration of first aid, medication and personal care	<ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 	x	x		<ul style="list-style-type: none"> ✓ Designated medical room for treatment of sick and injured students to be nominated. ✓ Designated space of giving personal care (nursery) ✓ Room to be well-ventilated and with toilet/ handwash facilities in the room or nearby. ✓ PPE to be used (gloves and apron as minimum). ✓ Where the person being treated has symptoms of COVID-19, a face mask must also be worn. ✓ Staff to be trained in the used of PPE. ✓ Room to be cleaned after every use in accordance with cleaning guidelines 	6	L	<ul style="list-style-type: none"> ✓ Guidance on handling and wearing of PPE has been provided through a training video to all first aiders. ✓ Premises staff have been trained by the Health & Safety Officer in the cleaning of any rooms used after first aid has been administered. ✓ IIR2 face masks to be used when there are aerosol generating procedures required for a person exhibiting symptoms of COVID-19, ✓ If a student or staff members becomes unwell with symptoms of coronavirus (COVID-19) while in academy and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising member of staff if a distance of 2 metres cannot be maintained. If contact with the student or staff member is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 	4	L
16. Reporting of injuries, Diseases and Dangerous Occurrences to the HSE	<ul style="list-style-type: none"> • Lack of reporting to the HSE any incident in work that has led to the possible exposure of covid-19 	x	x	x	<ul style="list-style-type: none"> ✓ All relevant staff to be made aware of the changes made to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulation 2013 to ensure the appropriate information is sent to the Operations Director, TCAT for onward reporting of incidents to RIDDOR. 	8	L	<ul style="list-style-type: none"> ✓ <u>See HSE guidance re RIDDOR and Coronavirus (COVID-19)</u> ✓ Single cases amongst both staff and students will be reported to the LA in line with the School Resource Pack v7 via the MDS form (https://www.smartsurvey.co.uk/s/wbcschoolsdataset/) and will send a copy to admin@tcat.uk.com. 	6	L

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate)			EXISTING CONTROL MEASURES	RISK RATING L x S = RR	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING L x S = RR	RESIDUAL RISK L/M/H
		STAFF	STUDENTS	VISITORS						
							<ul style="list-style-type: none"> ✓ The school will maintain the template to record school absences as indicated in the LA School Resource Pack v7. ✓ Where the school identifies that there has been possible transmission in school to a member of staff, the TCAT Head of HR and the Operations Director will be notified immediately. 			
<p>17. Outbreaks are not managed in line with government, LA and PHE guidance</p>	<ul style="list-style-type: none"> • Lack of management of outbreaks increases risk of the spread of the disease within the academy and local population 	x	x		<ul style="list-style-type: none"> ✓ The academy has developed an Outbreak Plan in accordance with government and PGE guidance which will be put into effect when an outbreak has been identified within the academy ✓ Single cases amongst both staff and students will be reported to the LA in line with the School Resource Pack v7 via the MDS form (https://www.smartsurvey.co.uk/s/wbcschoolsdataset/) and will send a copy to admin@tcat.uk.com. 	6	L	<ul style="list-style-type: none"> ✓ Staff and students are encouraged to conduct a lateral flow test, twice a week, at home. Test kits will be provided by the academy. ✓ Staff and students who have symptoms of COVID-19 or test positive following either a lateral flow or PCR test, or are identified by NHS Test and Trace as a close contact must follow the latest guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection. 		