

COVID-19 RISK ASSESSMENT FORM FOR TCAT SCHOOLS - FULL OPENING MARCH 2021

Taken from the government guidance – Actions for schools during the coronavirus outbreak as published on 2nd July 2020, updated 27 July 2020 and 7th January 2021 and then amended to form the guidance Schools coronavirus (COVID-19) Operational Guidance (February 2021).

'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 plans that address the risks identified using the system of controls, with which schools will now be familiar. Essential measures include:

Prevention

- Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the Academy.
- Ensure face coverings are used in recommended circumstances.
- Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- Consider how to minimise contact across the site and maintain social distancing wherever possible.
- Keep occupied spaces well ventilated.

In specific circumstances:

- Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- Promote and engage in asymptomatic testing, where available.

Response to any infection

- Promote and engage with the NHS Test and Trace process.
- Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- Contain any outbreak by following local health protection team advice.'

The full guidance is accessible at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Information has also been used in the production of the risk assessment from the Joint Trade Unions Planning guide for Schools (NEU/GMB/Unison/Unite). This risk assessment below is based on the generic risk assessment for schools covering the risk posed by the Covid-19 Coronavirus produced by the LA for the wider opening of schools in June and amended to reflect new requirements for full opening in September.

All of the control measures have been considered / implemented to reduce the risk factor to a tolerable level. The generic risk assessment has been reviewed by the Head Teacher, the TCAT Director of Operations and relevant school staff. The tasks and work activities have been reviewed and this risk assessment modified according to individual school situations.

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

EDUCATIONAL PROVISION FROM MONDAY, 8TH MARCH 2021 AT PADGATE ACADEMY

The organisational elements being put into place to support staff delivering/supporting and students accessing education whilst in the academy, will include:

- Each year group will form a bubble.
- Five bubble zones will be created, one for each year group with each bubble zone colour coded for ease of reference – see site map.
- Each bubble will enter and exit via separate designated areas, (K Block, Main Entrance, Station Road, C Block, Canteen Fire Door), ensuring a common start and finish time for all. The academy day will start at 08:40 and will finish at 15:05.
- Lunch and break times will be staggered, with designated eating and social areas per bubble.
- Students will remain within their designated classroom for the duration of the day. Students will only move from their bubble zone for specialist lessons, i.e., Science, PE, Art, Design Technology etc. Teachers will move between classrooms. Trolleys will be provided for teachers to move their equipment between rooms.
- The one-way entry and exit system will remain in place for all students
- Lunch will take place in three separate areas (canteen, gym and phoenix studio). Lunch will be split into two 30-minute periods, with no more than three bubble groups on lunch at any one time.
- Shared spaces will be cleaned between each bubble using the area, however different bubbles will not occupy shared spaces at the same time.
- During break and lunch time, students will make use of social areas which are designated per bubble and will not be occupied by more than one bubble at any one time.
- Resources will be returned to the classroom. Each bubble will have its own resources, which will not be used by any other staff or students in other bubbles.
- External areas will be shared where necessary but will be cleaned between bubbles using any equipment.
- Enhanced cleaning regimes will be in place during the academy day. Additional cleaning staff will be onsite during the academy day. A disinfecting fogging machine will be used at least twice weekly in all areas of the academy.
- The use of face coverings will be enforced at all times onsite (unless exempt). Face coverings can be removed when outdoors and when staff or students can ensure that 2m social distancing can be maintained. Face coverings must also be worn by students within classrooms.
- Social distancing guidelines will be adhered to at all times, including:
 - Students are not required to social distance from other students within their bubble.
 - Students must maintain social distance with students from other bubbles.
 - Students and Staff must maintain social distance from each other at all times.
 - Staff must maintain social distance from other staff at all times.

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| TRUST: | The Challenge Academy Trust | |
| SCHOOL: | Secondary – Padgate Academy | |
| HEADTEACHER: | Misia Barclay | |
| NAME OF ASSESSOR/S: | Adrienne Laing | Stephen Lears |
| CONTACT DETAILS: | TEL: 07400 959956 EMAIL: a.laing@tcat.uk.com | TEL: 01925 822632 EMAIL: slears@padgateacademy.co.uk |

| REF NO | TASK / WORK / OPERATION | DO HAZARDS EXIST? | WHAT ARE THE HAZARDS? |
|--------|--|-------------------|---|
| 01 | Routine and statutory testing, inspections, flushing and servicing of equipment and systems. | Y | Lack of maintenance or statutory testing of equipment within the academy resulting in poorly maintained systems or contaminated water system. |
| 02 | Communication and consultation | Y | Uncertainty from staff and parents of the arrangements in place for returning back to the academy and the measures in place to protect against the coronavirus. |
| 03 | Staffing Level | Y | Lack of staff available to teach or carry out required tasks in the academy. |
| 04 | Fire Wardens and First Aiders | Y | Lack of fire wardens or first aiders available to deal with emergency or accident. |
| 05 | Travelling to and from the academy | Y | Unable to maintain social distancing measures and mixing of students on home to academy transport / public transport |
| 06 | Arrival and departure of academy staff | Y | Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from the academy |
| 07 | Drop off and collection of children | Y | Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times |
| 08 | Use of classroom space | Y | Unable to maintain social distancing measures in the classroom |
| 09 | Movement around the building | Y | Unable to maintain social distancing measures and mixing of students and staff whilst moving around the building |
| 10 | Use of shared equipment and resources | Y | Higher risk of contamination if students and staff use shared equipment and resources |
| 11 | Use of shared spaces | Y | Higher risk of contamination if students and staff use shared spaces |

| | | | |
|-----------|---|---|---|
| 12 | Use of outdoor spaces and equipment | Y | Higher risk of contamination if students and staff use shared outdoor spaces and equipment |
| 13 | Break / lunch times | Y | Mixing of students during break and lunch times and maintenance of social distancing measures |
| 14 | Provision of school meals | Y | Mixing of staff and students whilst providing school meals |
| 15 | Access to toilets and hand washing facilities | Y | Mixing of students/staff during visits to toilets and hand washing facilities |
| 16 | Physical education lessons and contact sports | Y | Unable to maintain social distancing measures during contact sport and physical education lessons |
| 17 | Music, dance and drama lessons | Y | Unable to maintain social distancing measures during music, dance and drama lessons |
| 18 | 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 |
| 19 | 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 |
| 20 | Managing visitors and temporary staff | Y | Visitors do not adhere to social distancing measures put in place |
| 21 | Delivery of inbound goods | Y | Ineffective infection control and increased risk of infection |
| 22 | Cleaning | Y | Ineffective infection control and increased risk of infection |
| 23 | 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 |
| 24 | Revised Fire Evacuation plans | Y | Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between student and staff groupings. |
| 25 | 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) | | | | | Lx S = RISK RATING SCORE (RR) | |
|----------------------|---------------|----------------|-------------|-------------|----------------|-------------------|-------------------------------|--|
| | | 1. RARE | 2. UNLIKELY | 3. POSSIBLE | 4. VERY LIKELY | 5. ALMOST CERTAIN | | |
| 1 | Insignificant | 1 | 2 | 3 | 4 | 5 | LOW (L) 1-8 | NO FURTHER ACTION REQUIRED |
| 2 | Low | 2 | 4 | 6 | 8 | 10 | MEDIUM (M) 9-15 | FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING. |
| 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 L x S = RR | RESIDUAL RISK L/M/H |
|--|---|--|----------|----------|--|---------------------------|-------|--|-------------------------------|------------------------|
| | | STAFF | STUDENTS | VISITORS | | | | | | |
| Building and Systems not maintained prior to opening | <ul style="list-style-type: none"> Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management. | | x | | <ul style="list-style-type: none"> The academy has been carrying out full statutory inspections, maintenance and servicing including water hygiene measures with records available since March 2020 and will continue to do so. The building has been open throughout the period and cleaning routines have been maintained. Statutory Servicing & Inspections have carried on throughout the time period of COVID-19 Lockdown. Caretaking staff have worked in the premises throughout the lockdown period and have kept to the schedule for water hygiene measures. Cleaners have been in the academy throughout the whole period and have carried out regular daily cleans along with deep cleans of all areas. Areas not used have been kept locked. Full summer holiday checks and deep cleaning has taken place as usual to prepare the building for the start of term | 4 | L | <ul style="list-style-type: none"> Statutory Servicing & Inspections have carried on throughout the time period of COVID-19 Lockdown. Caretaking staff have worked in the premises throughout the lockdown period and have kept to the schedule for water hygiene measures. Cleaners have been in school throughout the whole period and have carried out regular daily cleans along with deep cleans of all areas. Areas not used have been kept locked. A full check of all building maintenance requirements will be carried out prior to opening including a documentary check to ensure that all statutory inspections and maintenance are up to date and a physical walk around of the building space. | 4 | L |
| Lack of communication with parents/carers and staff members | <ul style="list-style-type: none"> Parents/carers may feel anxious about their child returning back to the academy or may not want child back to the academy due to lack of information on the controls in place to manage the risk of Covid-19. Staff may feel anxious about returning to the academy due to lack of information provided or the | x | x | | <ul style="list-style-type: none"> 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 the academy. Regular updates have been provided following any changes made to the academies procedures for managing the risks from COVID-19 in the academy. All staff have attended 'staff induction' days which have included a full health & safety briefing and full explanation of the how the academy has implemented guidance and controlled risks. | 8 | L | <ul style="list-style-type: none"> Parents and Carers have been communicated with throughout the whole period and prior to reopening by the Principal. A parent handbook has been created, with expectations laid out, together with operational information and changes to site layout. A COVID-19 Behaviour policy has been introduced for students which includes social distance and hygiene expectations. It makes clear the sanctions that will be imposed for not adhering to this and has been updated to reflect the government | 8 | 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 |
|---------|---|--|---------------------|--------|---|---------------------------|-------|--|-------------------------------|------------------------|
| | | TEACHERS | TEACHING ASSISTANTS | OTHERS | | | | | | |
| | expectation placed on staff on returning back into the workplace. | | | | <ul style="list-style-type: none"> ✓ There is ongoing dialogue with all staff including safety reps enabling staff concerns to be discussed and feedback provided on the controls in place. This has included the completion of the TCAT Staff Risk Assessment where necessary. ✓ Daily briefing sessions will be carried out with students to ensure awareness of procedures implemented in the academy. ✓ Planned off -site visits will be cancelled until further notice ✓ Arrangement for SEND students will be discussed with Parents/Carers and individual assessment undertaken to identify provision required for child before extended opening of the academy begins. ✓ 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 (identified through the Staff Risk Assessment) ✓ Staff will be encouraged to engage with the staff well-being survey and the academy to use own and Trust mechanisms in place to support well-being ✓ Staff Mental Health First Aider to be in place in the academy. See GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus | | | <p>guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899384/Checklist_for_school_leaders_on_behaviour_and_attendance.pdf</p> <ul style="list-style-type: none"> ✓ Markers will be placed in the front of all classrooms allowing staff to maintain at least a 2m distance from students. ✓ All identified staff have had a TCAT staff risk assessment by a member of SLT or the Principal to ascertain if they are able to come into the academy with control measures. Those that have been identified as High/Medium risk are still being supported to work from home. ✓ Vulnerable Students have been identified and risk assessments have been carried out in conjunction with LA and other services. Parents/Carers have been telephoned to agree all control procedures and they have agreed to their child returning. ✓ A wellbeing newsletter has been circulated regularly to staff. ✓ All students attending on site are reminded at the beginning of every session via a presentation, reminding them of behaviour expectations, social distancing, hygiene regulations, zone information including the wearing of face coverings in communal areas at all times. ✓ 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 identified staff have had a TCAT staff risk assessment by a member of SLT to ascertain if they are able to come into the academy with control measures. Those that have been identified as High/Medium risk continue to be supported to work from home. ✓ Vulnerable Students have been identified and risk assessments have been carried out, in conjunction with LA and other services. Parents/Carers have been telephoned to agree all control procedures and they have agreed to their child returning. ✓ All staff will be offered Lateral Flow Device (LFDs) home tests on their return to the academy on a twice weekly basis. Tests will be booked out to staff individually and staff must record their test result to NHS | | |

| 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 |
|---|---|--|--------|-------|--|---------------------------|--|---|-------------------------------|------------------------|
| | | Male | Female | Other | | | | | | |
| | | | | | | | Test and Trace in accordance with the home test kit instructions. Staff must also inform the academy of their test result. | | | |
| Staffing levels | <ul style="list-style-type: none"> Lack of staff available to teach or carry out required tasks in the 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 in their household exhibiting symptoms. 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. Review arrangements in place for any members of staff identified as vulnerable or may be more susceptible to effects from COVID -19 (Pregnant staff or staff with underlying health conditions) and agree any measures with individual members of staff Contingency plans for staffing levels (teaching, cleaning, caretaking, etc.) are in place including use of supply and sourcing staff through TCAT where necessary. | 8 | L | <ul style="list-style-type: none"> All identified staff have had a TCAT staff risk assessment by the Principal to ascertain if they are able to come into the academy with control measures. Those that have been identified as CEV are still being supported to work from home and are being advised to remain working at home. Cleaners have been contacted to ascertain their availability outside of their normal working hours that has enabled a more regular cleaning schedule to take place. Additional cleaning staff have been arranged and will remain onsite throughout the course of the academy day. | 8 | L |
| Unable to maintain social distancing measures and mixing of students on home to academy transport / public transport | <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"> Ask parents and children and young people to avoid public transport if possible and drive, walk or cycle to the academy. Ensure parents and children and young people are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers (including avoiding peak times) when planning their travel. Advise children and young people to remain 2 meters apart on academy transport where possible. 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 sanitiser. Provide guidance or training for the academy students on how to use public transport. | 6 | L | <ul style="list-style-type: none"> Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts. Survey previously completely to establish number of students using public transport. For students identified to be using public transport from survey results, 1-2-1 conversations to be held reinforcing the importance of social distancing, hand and respiratory hygiene and the wearing of facemasks whilst using public transport. | 6 | L |
| Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from the academy | <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) | x | x | | <ul style="list-style-type: none"> Staff to adhere to the social distancing measures wherever possible including when entering and exiting the building. Continue reinforce training with staff and students to make them aware of social distancing that staff will be maintaining where possible – | 6 | L | <ul style="list-style-type: none"> Additional wash points to be made available Ask parents to not send children into the academy if they are feeling unwell and follow current guidance for people with Covid-19 symptoms (https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) | 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"> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces | | | | <ul style="list-style-type: none"> example markers at entrance and exits to the academy. ✓ Staff to wash their hands upon arrival and prior to leaving the academy. ✓ Staff to be manually registered when arriving and leaving site by receptionist. ✓ Hand sanitiser stations provided at entrance and exit points, in classrooms and office areas. | | | <ul style="list-style-type: none"> ✓ 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 hands regularly and to 'catch it-bin it' ✓ Staff arrive at different times and through different entrances to the academy to avoid staff arriving at once and using the same entrance. ✓ Induction for all students and staff detailing one-way system, social distancing requirements and fire evacuation. ✓ Place social distancing posters in prominent positions at entrance and exit around the academy. ✓ Staff and students are asked to wear face coverings in communal areas and corridors and in classroom settings where 2 metre distancing cannot be maintained. Students will be provided with two washable face coverings upon their return to the academy and can provide their own. Where students and staff do not have a face covering, one will be provided although both staff and students are expected to bring their own face coverings into the academy. Staff or students who are unwilling or unable to wear a covering will still be able to attend the academy. Staff who interact with students with additional needs may, where appropriate, consider the use of transparent face coverings. Face shields will only be used if worn with a face covering. | | |
| Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times | <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"> ✓ Different entrance/exit points for designated groups of children – map attached ✓ Parents/ carers to drop vulnerable students off at the academy gates / designated area where staff will be waiting to guide students into the academy (socially distanced). ✓ Parents/ Carers collecting vulnerable students to be asked to wait in a designated area at collection times and then use planned exit path to leave – see map ✓ Parents/Carers collecting students who are not vulnerable are not permitted on the academy grounds and asked to meet them away from the academy entrance. ✓ Instruct students to wash their hands upon arrival and prior to leaving the academy – nominated hand wash points for each student group. | 6 | L | <ul style="list-style-type: none"> ✓ Each year group forms a bubble. ✓ Each bubble will have separate colour coded entrance and exit routes. ✓ Students to report directly to classroom upon arrival to the academy and remain 2 meters apart from other year bubbles and staff when moving around the academy – see site map. ✓ Students will be informed of the difference between social distancing requirements within their bubble, with students from other bubbles and with staff. | 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 |
|---|--|--|----------|-----------|--|---------------------------|----------|--|-------------------------------|------------------------|
| | | MAINT | REQUIRE | RESOURCES | | | | | | |
| | | | | | <ul style="list-style-type: none"> ✓ Provide help to children and young people who have trouble cleaning their hands independently, maintaining social distance at all times. ✓ Use floor marking to indicate social distancing requirements ✓ Place posters showing children how to wash hands in washroom facilities. | | | | | |
| Unable to maintain social distancing measures in the classroom | <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"> ✓ Classrooms re-arranged to ensure that all children in the bubble are accommodated with all tables facing forwards so that students are sitting side by side and in rows. ✓ Each bubble has its own area of the academy, which will be colour coded. ✓ Full resources will be used and will be shared only within each bubble. ✓ Rooms will be thoroughly cleaned every day and the fogging machine will be used on a regular basis (minimum twice a week) in each classroom to sanitise all equipment and resources. ✓ Students will use the same desk each day in each classroom they use. ✓ Nominated hand wash points for each student group marked on map where possible. ✓ Hand sanitiser stations including hand sanitiser, tissues and bins provided at entrance and exit points and in classrooms and other learning environments. ✓ Assessment of student numbers has taken into account any SEND students who may require addition staff support ✓ Ensure good supply of gloves and cleaning products are available within each learning area. ✓ Classrooms are kept ventilated through mechanical ventilation (fresh air) systems where possible, and by opening windows within classroom (in cooler weather this should be just enough to provide constant background ventilation (if it safe to do so, consider individuals with any medical condition that may be affected, i.e. hay fever, allergies). | 6 | L | <ul style="list-style-type: none"> ✓ Provide additional soap dispensers if needed in wash areas. ✓ Where social distancing cannot be implemented provide appropriate PPE for the task. If working in close contact with a student and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. ✓ Information should be provided on the safe use and fit of PPE to ensure appropriate protection provided. See PPE section. If PPE is deemed to be required, then a separate individual risk assessment is required. ✓ Hand sanitiser dispensers are installed at all academy entrances and in key locations throughout the academy. ✓ Students are kept in a designated bubble and will keep with that bubble every time they are in the academy. ✓ Staff are able to work across bubbles but should maintain 2m distancing at all times. ✓ Students should remain with their designated bubble. ✓ Staff and students will have their own individual and very frequently used equipment such as pencils and pens which will not be shared. ✓ Classroom based resources will be used and shared within a bubble and will be cleaned regularly. ✓ Where resources are used by more than one bubble such as science, art and sports equipment will be cleaned frequently and between usage by different bubbles ✓ Students and teachers are able to bring bags into the academy but should keep the amount of equipment they bring in, to essentials only ✓ Teachers and students are able to take resources such as exercise books home where this contributes to student education and development (avoiding unnecessary sharing). ✓ Staff and students are asked to wear face coverings in communal areas and corridors and in classroom settings where | 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 |
|---|--|--|--------|------|--|---------------------------|--|--|-------------------------------|------------------------|
| | | Male | Female | Both | | | | | | |
| | | | | | | | <p>2 metre distancing cannot be maintained. Students will be provided with two washable face coverings upon their return to the academy and can provide their own. Where students and staff do not have a face covering, one will be provided although both staff and students are expected to bring their own face coverings into the academy. Staff or students who are unwilling or unable to wear a covering will still be able to attend the academy. Staff who interact with students with additional needs may, where appropriate, consider the use of transparent face coverings. Face shields will only be used if worn with a face covering.</p> <p>✓ 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).</p> | | | |
| <p>Unable to maintain social distancing measures and mixing of students and staff whilst moving around the building</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"> ✓ Each student group will use the same classroom or area throughout the day – see rota and map ✓ Each group will have one nominated teacher per session per day where possible ✓ Each student group will have own nominated route around the academy e.g., to toilets and external areas - see map ✓ Assemblies will not take place ✓ Stagger break and lunch times and start and finish times so that all children are not moving around the academy at the same time – see rota. ✓ For lunches are provided by canteen staff – grab bags will be delivered to classroom by midday assistant designated to each learning environment. ✓ Ground floor rooms which are accessible directly from outside to be used where possible ✓ All ground floor learning environments accessible from outside. For 1st floor | 6 | L | <ul style="list-style-type: none"> ✓ Separate lunch and break times and designated eating and social areas for bubbles, meaning small number moving around at any given point. ✓ Separate designated entry and exit points for students will be created and colour coded for ease of reference. ✓ Timetables to ensure students taught in year group bubbles required and lessons undertaken in the same classroom across the day. ✓ Where specialist classrooms are required, i.e., science practical's, these will be bookable. ✓ Adequate timing to be added between specialist rooms to allow room to be cleaned prior to being used by another year bubble. ✓ Put down floor marking or notices in corridors and in internal communal areas to give social distancing guides. Students and staff must wear face coverings in communal areas | 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 |
|--|--|--|----------|--------|--|---------------------------|----------|---|-------------------------------|------------------------|
| | | Year 7 | Year 8 | Year 9 | | | | | | |
| | | | | | rooms – each student group will have own nominated route around the academy to toilets and external areas (1-way system in operation) - see map <ul style="list-style-type: none"> ✓ Timetable designed to reduce movement around the academy or building (limited sessions per day, teachers move not students) ✓ Ensure that students and staff remain two metres apart whilst moving around the building ✓ Establish one-way circulation where necessary or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. | | | | | |
| 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"> ✓ Frequently used resources (pens/ pencils/ papers will be allocated to each student with a container provided to store it in ✓ Clean shared materials and surfaces more frequently and between use by different bubbles including using the fogging machine if possible, between sessions when bubbles are using communal areas. ✓ Clean shared materials and surfaces more frequently and between use by different student groupings. ✓ All practical subjects to be taught ensuring that students maintain social distancing at all times (e.g. solo performances/ practices for dance and drama). | 6 | L | <ul style="list-style-type: none"> ✓ Students to be advised to bring one bag into the academy, containing their lunch and exercise book, to be placed directly under their table at all times. ✓ Coats if worn will be hung on the back of the student's chair. ✓ Students and teachers are able to bring bags into the academy but should keep the amount of equipment they bring in, to essentials only ✓ and will keep their belongings with them at all times or stored in their locker if applicable. ✓ Additional cleaning staff have been arranged, to be onsite throughout the course of the academy day. ✓ Classroom based resources will be used and shared within a bubble and will be cleaned regularly. ✓ Where resources are used by more than one bubble such as science, art, DT and sports equipment will be cleaned frequently and between usage by different bubbles. Where cleaning is not possible, resources should be left unused for a period of 48 hours (72 hours for plastics). ✓ Students and teachers are able to bring bags into the academy but should keep the amount of equipment they bring in, to essentials only ✓ Teachers and students are able to take resources such as exercise books home where this contributes to student education and development (avoiding unnecessary sharing). Where resources and books are shared or taken home, they should be cleaned between use or rotated if unable to be cleaned between sharing. | 6 | L |
| Higher risk of contamination if students and | <ul style="list-style-type: none"> • Direct transmission of COVID -19 virus from being in close proximity to people | x | x | | <ul style="list-style-type: none"> ✓ Stagger breaks between lessons so that these areas can be shared as long as different groups do not mix (and | 6 | L | <ul style="list-style-type: none"> ✓ Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. | 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 | | | | | | |
| staff use shared spaces | with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <ul style="list-style-type: none"> Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces | | | | especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance . See rota <ul style="list-style-type: none"> Stagger the use of staff rooms and offices to limit occupancy – see rota. Staff all to have nominated workspace/ office space with soft furnishings, unnecessary furniture and equipment removed. Staff to have own designated stationery and equipment | | | <ul style="list-style-type: none"> Students to arrive in their PE kit on the days that they have physical education to avoid the use of shared changing facilities. Dedicated working area established (A1) for staff working and social distancing required at all times. Signage applied to all communal and meeting spaces to indicate maximum occupancy. Hand sanitiser dispensers are installed at all academy entrances and in key locations throughout the academy. Additional cleaning staff have been arranged, to be onsite throughout the course of the academy day. | | |
| Higher risk of contamination if students and staff use shared outdoor spaces and equipment | <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"> Stagger the use of outdoor areas for breaks, lunch times and outdoor activities. | x | x | <ul style="list-style-type: none"> When students are outdoors, this is fully supervised to ensure that social distancing measures are maintained. Students to arrive in their PE kit on the days that they have physical education to avoid the use of shared changing facilities. Lunch and break will be staggered over two periods, 45-minute and 15-minute respectively, with no more than three groups at the same time. Bubbles will have separate designated eating and social areas and bubbles will not mix. Ensure that students from different bubbles and staff remain 2 metres apart at all times. | x | x |
| Mixing of students during break and lunch times and maintenance of social distancing measures | <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"> Lunch times to be staggered so that different cohorts of students don't mix – see rota If students need to move around the building for any reason, make sure that they do in their bubble, not mixing with any other bubble. Students to wash their hands before and after break and lunch times. | 6 | L | <ul style="list-style-type: none"> Lunch and break will be staggered over two periods, 45-minute and 15-minute respectively, with no more than three groups at the same time. Bubbles will have separate designated eating and social areas and bubbles will not mix. Ensure that students and staff remain 2 metres apart at all times Clean tables and chairs used for lunch between each group | 6 | L |
| Mixing of staff and students whilst providing school meals | <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"> Meal offering to students will be simplified in order to improve speed of service and to ensure that the academy catering staff are able to maintain social distancing within kitchen area. Cleaning products and hand sanitiser are available for use by the academy catering staff. | 6 | L | <ul style="list-style-type: none"> Menus will be simplified to speed up service, to allow for both hot and cold food to be served. Staff room and kitchen/equipment will be available to use for staff lunch breaks. Sanitiser stations will be provided in each communal area and equipment to be cleaned with sanitiser wipes before and after use. Staff to bring their own pack lunch where possible and drinks which must be kept with personal belongings. | 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 |
|---|--|--|--------|-----|---|---------------------------|--|---|-------------------------------|------------------------|
| | | MALE | FEMALE | ALL | | | | | | |
| | | | | | | | <ul style="list-style-type: none"> ✓ Staff to bring own utensils in and retain with personal belongings. ✓ Dirty plates and utensils must not be left in sinks or the kitchen and should be washed straight after use and then retained with personal belongings. ✓ One-way system introduced in food preparation areas to ensure social distancing can be adhered to. ✓ Enhanced cleaning regime in place in staff room / kitchen areas used by staff. ✓ Use of a disinfecting fogging machine twice a week. ✓ Additional cleaning staff have been arranged, to be onsite throughout the course of the academy day. | | | |
| Mixing of students/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"> ✓ Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. ✓ Stagger access to toilets and hand washing facilities. ✓ Advise students and staff to wash their hands for 20 seconds using warm water and soap. ✓ Advise students from other bubbles and staff to keep two metres apart. ✓ 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. | 6 | L | <ul style="list-style-type: none"> ✓ Student access to toilets will be monitored by staff onsite. ✓ Staff and students are asked to wear face coverings in communal areas and corridors and in classroom settings where 2 metre distancing cannot be maintained. Students will be provided with two washable face coverings upon their return to the academy and can provide their own. Where students and staff do not have a face covering, one will be provided although both staff and students are expected to bring their own face coverings into the academy. Staff or students who are unwilling or unable to wear a covering will still be able to attend the academy. Staff who interact with students with additional needs may, where appropriate, consider the use of transparent face coverings. Face shields will only be used if worn with a face covering. ✓ Students will be accompanied toilets during lesson times. ✓ Increased frequency of cleaning and sanitising touch points is in place for toilet areas. ✓ Staff will have dedicated toilets to be assigned depending on which area they are teaching in. | 6 | L |
| Unable to maintain social distancing during contact sport and physical education lessons | <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 | x | x | | <ul style="list-style-type: none"> ✓ Only play sports or games together in line with the guidance https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings | x | x | <ul style="list-style-type: none"> ✓ Outdoor sport lessons to be delivered where practical. ✓ Additional cleaning staff have been arranged, to be onsite throughout the course of the academy day. ✓ Use of disinfecting fogging machine where necessary in order to ensure swift turnaround of facilities in the event that | | |

| 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 | | | | | | |
| | and hands contact with contaminated surfaces | | | | https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation https://www.sportengland.org/how-we-can-help/coronavirus | | | indoor facilities need to be utilised, i.e. poor weather. ✓ PE lessons can take place both indoors and outdoors. ✓ Outdoor activities will be prioritised over indoor activities ✓ Where indoor activities take place, large indoor spaces will be used maximising ventilation flows through opening windows or through 'fresh air' mechanical ventilation. ✓ Students will use the changing rooms for small bubbles. ✓ Changing rooms and indoor areas will be cleaned and fogged between every use. | | |
| 16 Unable to maintain social distancing measures during music, dance and drama lessons | <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"> ✓ Large indoor spaces are used to enable social distancing ✓ Activity will take place in small groups which will not change once set. The size of the group is limited by the size of the indoor space and the ability to socially distance. ✓ Performances will not take place with audiences ✓ Individual lessons in music, dance and drama are able to take place with strict social distancing between student and teacher/ peripatetic teacher. ✓ Teachers will not provide physical correction. | 6 | L | <ul style="list-style-type: none"> ✓ Background and accompanying music will be kept to low levels to avoid the need for raised voices, loud speaking and singing. ✓ Contact between students and between students and teachers will be avoided ✓ Microphones and other equipment will not be shared during a lesson and will be cleaned thoroughly in line with guidance between use ✓ Pick up and drop off boxes will be established to avoid equipment being passed from hand to hand ✓ Playing instruments and singing will take place outdoors wherever possible or in large indoor spaces with high ceilings. ✓ Music and singing will always take place in small groups with a minimum of 2 metre distance between all individuals involved. ✓ Where possible, students will be positioned back-to-back or side to side. | 4 | L |
| Students and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice | <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"> ✓ CEV individuals are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020. ✓ Managers will discuss with them the implications of working from home with CEV and CV colleagues and determine precisely what work they can and cannot reasonably do from home. ✓ The individual staff risk assessment will be reviewed and revised to include all agreed arrangements put in place to support the staff member ✓ Risk assessments for individuals who are identified as CEV or CV will be reviewed and revised to include all agreed arrangements and support required. | 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 should continue to work from home/ not go into work until 31st March even if they have received their Covid vaccination in accordance with guidance. Individuals who are identified as CV may continue to go into work but may wish to discuss their personal risk assessment and any additional measures that may be suitable. | | |

| 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 | | | | | | |
| Risk of infecting students and staff if symptomatic students and staff are not managed in line with the guidance | <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 parents other staff 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 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. - 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. ✓ 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. ✓ 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 | 6 | L | <ul style="list-style-type: none"> ✓ Medical room 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 ✓ 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. ✓ Ensure that once the room has been cleaned, a disinfecting fogging machine will be used to disinfect the room as an additional precaution. ✓ 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. | 6 | L |
| 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 | x | x | x | <ul style="list-style-type: none"> ✓ Visitors permitted to enter the academy to be reduced to a minimum ✓ All other potential visitors to contact the academy remotely rather than visiting the site. ✓ Reception staff to maintain visitor record completing the manual log or making the entries onto the electronic system for the visitor. | 6 | L | <ul style="list-style-type: none"> ✓ A record of all visitors, including contact details is maintained for security and in case of invoking track 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. | | |

| 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 | Contractors | Visitors | | | | | | |
| | and hands contact with contaminated surfaces | | | | <ul style="list-style-type: none"> ✓ Limit the number of visitors at any one time - make arrangements at reception to keep staff and visitors distanced – window screen to be permanently closed or reception desk cordoned off from visitor waiting area by at least 2 metres with a barrier. ✓ Provide a specific time window for essential visits to academy. | | | <ul style="list-style-type: none"> ✓ No visitors (other than contractors) are allowed into the academy. These are booked in and advised to abide by social distance rules. ✓ Stickers to be used as visitor badges. ✓ Meetings encouraged to be held using remote video conferencing where possible to avoid unnecessary visitors onsite. ✓ Visitors must wear face coverings when in the academy. | | |
| 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 with contaminated surfaces | 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 ✓ Ensure that incoming goods are cleaned if appropriate | 6 | L | <ul style="list-style-type: none"> ✓ Area to be established for dedicated catering deliveries, separate to academy deliveries. | | |
| 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 Cleaning Service ✓ Cleaning Services has adopted the COVID-19: cleaning of non-healthcare settings guidance ✓ Additional cleaning requirements and hours agreed with provider ✓ Deep cleans of the building are put into place where there is a confirmed case of COVID-19 ✓ 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. ✓ Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation ✓ 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 the academy. ✓ Checks to be made that adequate supply of paper towels | 6 | L | <ul style="list-style-type: none"> ✓ Hold back devices have been fitted to fire doors, linked to the fire alarm. ✓ Use of a disinfecting fogging machine in all areas twice a week if possible and more frequently in areas of high communal usage. ✓ 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. | | |

| 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"> ✓ 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 the academy. ✓ Procedure to be identified in the academy where urgent assistance is required in a classroom with cleaning. | | | | | |
| PPE | <ul style="list-style-type: none"> • Lack of PPE when having to undertake a task where social distancing measures cannot be met. | x | x | | <ul style="list-style-type: none"> □ Where PPE is identified as required; an adequate supply of these must be provided and available for use. ✓ Staff must be instructed on how to put on and remove any PPE provided safely and how to dispose of them safely – see TCAT video and posters to use in training staff □ Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. ✓ If working in close contact with a student or member of staff and carrying out an aerosol generating procedure an IIR2 mask should be used as a minimum. See GOV.UK guidance regarding personal protective equipment. | 6 | L | <ul style="list-style-type: none"> ✓ Staff and students are asked to wear face coverings in communal areas and corridors and in classroom settings where 2 metre distancing cannot be maintained. Students will be provided with two washable face coverings upon their return to the academy and can provide their own. Where students and staff do not have a face covering, one will be provided although both staff and students are expected to bring their own face coverings into the academy. Staff or students who are unwilling or unable to wear a covering will still be able to attend the academy. Staff who interact with students with additional needs may, where appropriate, consider the use of transparent face coverings. Face shields will only be used if worn with a face covering. ✓ Hands should be washed for 20 seconds or hand sanitiser should be used before putting face covering on. Handwashing should be continued throughout the day. ✓ Avoid touching any face covering whilst being worn. ✓ Face covering should be changed if it becomes damp or if it has been touched. ✓ Change and wash face covering at least daily (and if appropriate depending on material should be washed after use). ✓ Guidance on handling of PPE to be provided through notices and training video. | 6 | L |
| Lack of Fire Wardens & First Aid Provision | <ul style="list-style-type: none"> • Unable to provide adequate first aid or able to supervise fire evacuation procedure. | x | x | x | <ul style="list-style-type: none"> □ Ensure First Aid and Fire Wardens numbers assessed to ensure appropriate cover in place for the needs within the 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. □ In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the | 6 | L | <ul style="list-style-type: none"> ✓ First aid and fire warden staff on duty to be added to staffing rota distributed to all staff. ✓ First aid and defibrillator only to be used in accordance with procedures given in the TCAT Emergency Health and Safety policy. | | |

| 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 | | | | | | |
| | | | | | Covid-19 procedures). Once at assembly points social distancing must be complied with. See below on fire evacuation. ✓ See Guidance on Covid-19 in relation to carrying out CPR and resuscitation | | | | | |
| 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 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 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"> Additional PPE has been provided by LA and is available onsite for staff to use. Guidance on handling of PPE provided through notices and training video. Premises staff have been trained in the cleaning of any rooms used after first aid has been administered. If a student or staff members becomes unwell with symptoms of coronavirus (COVID-19) while 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. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings. | | |
| Staff and students unfamiliar with revised fire evacuation routes with risk of contamination through close contact between student and staff groupings. | <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"> Induction for staff and students returning to the academy to include briefing on new fire evacuation plans including new muster points Muster points to be dedicated to each student group Evacuation routes for each group to be revised to ensure both fast evacuation and minimise contact between student groupings. Fire Evacuation practice to be held as early as possible after return. | 6 | L | <ul style="list-style-type: none"> Fire evacuation procedures have been updated and muster points have been revised following completion of building works. Information will be shared with all staff and students. | | |
| 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 | | | | <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"> See HSE guidance re RIDDOR and Coronavirus (COVID-19) https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm | | |
| Outbreaks are not managed in line with LA and PHE guidance | <ul style="list-style-type: none"> Lack of management of outbreaks increases risk of the spread of the disease | | | | <ul style="list-style-type: none"> Management of two or more cases within a setting will be carried out in accordance with the Warrington Outbreak Plan | | | <ul style="list-style-type: none"> All staff will be offered Lateral Flow Device (LFDs) home tests on their return to the academy on a twice weekly basis. Tests will be booked out to staff individually and | | |

| 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 | visitors | students | | | | | | |
| | within the academy and local population | | | | https://www.warrington.gov.uk/Outbreak Plans https://www.warrington.gov.uk/sites/default/files/2020-07/covid_19_outbreak_plan_for_educational_establishments_v1.1_020720.pdf ✓ Management of a single case within a setting should follow the guidance in https://www.warrington.gov.uk/sites/default/files/2020-06/action_to_take_in_managing_a_single_suspected_case_of_covid_-_educational_setting_0.pdf ✓ Monitor cases occurring within the academy, track and trace contacts and alert the student, staff member and their contacts, advising them to self-isolate engaging with NHS Test and Trace as appropriate. | | | staff must record their test result to NHS Test and Trace in accordance with the home test kit instructions. ✓ All secondary and Sixth form students will be offered a LFD test three times on the academy site 3-5 days apart. The first test will be offered before the student starts back to the academy. Students will then be provided with home test kits to carry out twice a week. | | |