

# Risk Assessment Form COVID-19 Safety – St Anne’s Academy

<b>Task/activity being risk assessed:</b> Students returning to school in September 2021 in accordance with Step 4 of the Government Roadmap	<b>Assessment date:</b> 1) 10.8.2021	<b>Next review date:</b> November 2021
<p><b>5 key hazard areas to risk assess for reducing transmission:</b></p> <ul style="list-style-type: none"> <li>(1). Distancing Principle* (windows &amp; ventilation).</li> <li>(2). Hygiene (Hand washing, catch it – bin it- kill it – approach, cleaning, staffing of cleaning, equipment &amp; shared items cleaning, hand sanitizer, anti bac, PPE, first aid)</li> <li>(3). Movement (e.g. public transport)</li> <li>(4). Protocols for staff including outbreak management</li> <li>(5). Adjustment to policies for children including outbreak management</li> </ul> <p>*Consider how to minimise contact between individuals which may include:</p> <ul style="list-style-type: none"> <li>staff maintaining distance as appropriate where possible, in line with individual risk assessments</li> </ul> <p>Follow: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><b>A: Changes effective from September 2021:</b></p> <ol style="list-style-type: none"> <li>Removal of year group bubbles</li> <li>Face coverings will no longer be advised for students, staff or visitors but optional for staff in communal areas or in accordance with individual risk assessments</li> <li>School will no longer undertake Covid close contact tracing of students</li> <li>Students will no longer be required to self-isolate if they are identified by NHS Test and Trace as a close contact of a positive case of Covid-19</li> </ol> <p><b>B: Updated control measures effective from September 2021</b></p> <ol style="list-style-type: none"> <li>Ensure good hygiene for everyone</li> <li>Maintain appropriate cleaning regimes</li> <li>Keep occupied spaces well ventilated</li> <li>Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19</li> <li>All students to be tested twice on return to school in September 2021</li> </ol> <p><b>C: Other Considerations</b></p> <ol style="list-style-type: none"> <li>Student mental health and wellbeing support</li> <li>Staff illness, shielding, safety, wellbeing and mental health support</li> <li>Educational visits</li> <li>Use of Academy vehicle</li> <li>Lettings</li> </ol> <p>Updated risk assessment to be communicated to staff. Risk factors to be monitored and reviewed by SLT on a weekly basis.</p> <p>Follow: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>	<b>Assessed by:</b> Business Manager and Cranmer Education Trust Director of Operations	<b>Stages:</b> 

What are the specific hazard areas and why?	Who might be harmed and how?	Control measures	Risk Level <i>After control measures</i>	What further action is necessary? <i>Only if necessary, realistic and achievable</i>	Action by whom? <b>(Level of Delegation)</b>	Action by when?	Completed
<b>Distancing Risk</b> A1. Removal of year group bubbles	Students, staff visitors by potentially being exposed to COVID19 virus	<ul style="list-style-type: none"> <li>Step 4 of the Government Roadmap states that it is imperative to reduce the disruption to children’s education in view of the extremely low direct clinical risk to children and because every adult has now been offered a first vaccine and the opportunity for two doses by mid-September 2021.</li> <li>Year group bubbles will no longer be in operation which means that student movement around school will revert to pre-Covid arrangements:               <ul style="list-style-type: none"> <li>Students will move around school for their lessons as required.</li> <li>PE changing rooms will come back into use for PE lessons.</li> <li>Fire evacuation procedures will revert to pre-Covid arrangements with the MUGA pitch being the sole assembly point for all students, staff and visitors. The fire evacuation procedure and assembly point signage has been updated to reflect this and staff will be advised during INSET and information contained within the Staff Professional Portfolio Pack.</li> </ul> </li> </ul>	<b>6</b>				

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		<ul style="list-style-type: none"> <li>• Adequate ventilation measures and use of carbon monoxide monitors in line with DfE rollout to schools</li> <li>• Air conditioning is located in specific areas of the school including IT classrooms, the second-floor library and the Admin offices. All ventilation systems are all maintained in accordance with the manufacturer’s recommendations through regular servicing by external competent service providers.</li> <li>• All other areas within the Academy have a fresh air ventilation system and some rooms have windows for added ventilation.</li> <li>• Internal doors around school to be kept open where possible with the exception of fire doors.</li> <li>• Staff have the option of wearing face coverings in communal areas or in line with individual risk assessments</li> <li>• School may be required to reintroduce year group bubbles in future as a short-term measure in response to an increase in local infection rates if advised to do so by Public Health England. Any such decision would not be made lightly and would consider the detrimental impact this can have on the delivery of education.</li> </ul>					
<p><b>Hygiene Risk</b> A2. Hygiene and cleaning regimes become less effective due to relaxation of rules</p>		<ul style="list-style-type: none"> <li>• Continued communications with staff, students and visitors regarding the importance of robust hygiene procedures</li> <li>• Continuation of enhanced cleaning regime during the school day</li> <li>• Maintain stocks of hand sanitizer, encourage regular use throughout site</li> <li>• Continue with basic PPE when administering First Aid</li> <li>• Signage in washroom facilities to remind everyone about ‘Catch It, Bin it, Kill it’ approach</li> <li>• Cleaning staff rotas to be reviewed to ensure that staff are available throughout the day with specific duties and/or areas to ensure that enhanced cleaning of frequently used areas takes place, including toilets, heart space at break and lunch sittings and bins.</li> <li>• Continue to ensure that enhanced daily cleaning regimes are implemented, concentrate on high frequency touch points, or often used items e.g. doors, door handles, handrails, bannisters, books, desks, chairs, sinks, toilets, light switches, regular emptying of bins, etc.</li> <li>• Ensure an adequate supply of cleaning materials and PPE for staff including disposable gloves and aprons for appropriate use.</li> <li>• Keep unnecessary items out of classrooms, especially items that are hard to clean.</li> <li>• Use of agency or supply cleaning staff or redeployment of other staff if appropriate in the event of significant shortages of staff.</li> <li>• All staff to be responsible for contributing towards cleanliness of own working area and equipment.</li> <li>• Government guidance in relation to cleaning schools is followed and found at <a href="https://www.gov.uk/government/guidance/covid-19-cleaning-in-non-healthcare-settings-outside-the-home">COVID-19: cleaning in non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a>.</li> </ul> <p><b>Hand and Respiratory Hygiene</b></p> <ul style="list-style-type: none"> <li>• Classrooms and working area to be provided with hand sanitiser and tissues.</li> <li>• Continue to provide effective communication, training and promotion of the need to wash hands thoroughly for 20 seconds with running, warm water, and soap to ensure that students clean their hands regularly.</li> <li>• Wall mounted and free-standing hand sanitiser units are in place around school.</li> <li>• Signage in place to encourage visitors to use hand sanitiser provided on entry to the building at Reception before using the InVentry system to sign in.</li> <li>• The ‘Catch it, bin it, kill it’ approach will continue to be promoted within school through appropriate signage and provision of resources including tissues, bins and sanitiser.</li> </ul>	6				
<p><b>Movement Risk</b> A3. Increased movement of staff, students and visitors increases opportunity to come into contact with the virus</p>		<ul style="list-style-type: none"> <li>• Staff are encouraged to continue with twice weekly Covid testing during September until further review by the DfE</li> <li>• All students to be tested twice on their return to school in September. Students with symptoms to take a PCR test</li> <li>• Face coverings are no longer required in school but are recommended and expected to be worn on public transport. Staff have the option of wearing face coverings in communal areas or in line with individual risk assessments</li> <li>• Educational visits are permitted but trip risk assessments need to take account of public health advice, such as hygiene, use of face coverings on public transport, use of antibacterial gel and ventilation requirements.</li> <li>• Academy vehicle drivers to check that there are tissues, sanitiser, disposable masks and disinfectant wipes in the vehicle before each journey. Vehicle interior and door handles to be wiped down before and after use in addition to all other regular vehicle checks. Face coverings to be worn if more than one person in the vehicle. Short local journeys only.</li> <li>• School may be required to reintroduce face coverings in future as a short-term measure in response to an increase in local infection rates if advised to do so by Public Health England.</li> </ul>	6				

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<p><b>Protocols for Staff including outbreak management</b> Risk that staff don't adhere to protocols</p>	<ul style="list-style-type: none"> <li>Staff to be reminded of protocols at INSET training on 2 September 2021</li> <li>Staff have the option of wearing face coverings in communal areas outside the classroom.</li> <li>Individual risk assessments in place and reviewed as required</li> <li>Staff are encouraged to report any Covid related concerns.</li> <li>Employer will prioritise leave requests for vaccination appointments.</li> <li>School may be required to reintroduce close contact tracing in future as a short-term measure in response to an increase in local infection rates if advised to do so by Public Health England.</li> <li>School may be required to reintroduce the self-isolation of close contacts in future as a short-term measure in response to an increase in local infection rates if advised to do so by Public Health England.</li> <li>If staff display symptoms in school, they will be sent home to self-isolate and arrange a PCR test.</li> </ul> <p><b>Personal Protective Equipment [PPE]</b></p> <ul style="list-style-type: none"> <li>Most staff will not require PPE beyond what they would normally wear for work.</li> <li>Government guidance to be followed in respect of use of PPE in the event of caring/providing First Aid for a symptomatic individual, where the following PPE may be necessary, depending on how close you need to be to the symptomatic person:             <ul style="list-style-type: none"> <li>fluid-resistant surgical face masks (also known as Type IIR)</li> <li>disposable gloves</li> <li>disposable plastic aprons</li> <li>eye protection (for example, a face visor or goggles)</li> </ul> </li> <li>Government guidance in relation to PPE is followed and found at <a href="#">The use of personal protective equipment (PPE) in education, childcare and children’s social care settings, including for aerosol generating procedures (AGPs) - GOV.UK (www.gov.uk)</a></li> </ul> <p><b>Staff Wellbeing</b></p> <ul style="list-style-type: none"> <li>Continue to maintain communications with ALL staff on their wellbeing, health, personal health conditions i.e. asthma, diabetes etc.</li> <li>Ensure communications continue with staff who are Clinically Vulnerable or Clinically Extremely Vulnerable themselves or living with other[s] who are; ensure risk assessments are kept up to date jointly with them to ensure their safety and provide appropriate support and PPE.</li> <li>Maintain staff wellbeing and provide support where required, via Employee Assistance Programme with support available via their website or App.</li> <li>Undertake stress risk assessments if required.</li> <li>Staff who are clinically vulnerable or otherwise vulnerable (self-identified) have in place an individual risk assessment. These can be updated on request by emailing <a href="mailto:HR@CranmerEDT.org">HR@CranmerEDT.org</a></li> </ul>	6																						
<p><b>Protocols for Students including outbreak management</b> Risk of increased transmission on return to school following higher levels of social mixing</p>	<p><b>Testing</b></p> <ul style="list-style-type: none"> <li>As students will potentially mix with lots of other people during the summer holidays, all students will undertake 2 Lateral Flow Tests, 3 to 5 days apart, on their return to school. Students return to school during w/c 6 September 2021 and will be tested for the presence of Covid as follows:</li> </ul> <table border="1" data-bbox="652 1549 1484 1789"> <thead> <tr> <th>Year</th> <th>First Covid test during the school day</th> <th>Second Covid test during the school day</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>Monday 6 September</td> <td>Thursday 9 September</td> </tr> <tr> <td>8</td> <td>Thursday 9 September</td> <td>Tuesday 14 September</td> </tr> <tr> <td>9</td> <td>Friday 10 September</td> <td>Wednesday 15 September</td> </tr> <tr> <td>10</td> <td>Wednesday 8 September</td> <td>Monday 13 September</td> </tr> <tr> <td>11</td> <td>Tuesday 7 September</td> <td>Friday 10 September</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>A rapid testing protocol is in place in accordance with government guidelines for students whose parents give consent. See separate risk assessment for rapid testing protocol.</li> <li>Testing will be carried out by trained members of staff.</li> <li>Students and staff should undertake twice weekly home tests until the end of September when this will be reviewed.</li> </ul>	Year	First Covid test during the school day	Second Covid test during the school day	7	Monday 6 September	Thursday 9 September	8	Thursday 9 September	Tuesday 14 September	9	Friday 10 September	Wednesday 15 September	10	Wednesday 8 September	Monday 13 September	11	Tuesday 7 September	Friday 10 September	6				
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		<ul style="list-style-type: none"> <li>Instructions will be given to students via Form Tutors and Assemblies to remind them of the importance of regular and thorough hand washing and vigilance in relation to Covid symptoms.</li> </ul> <p><b>Self-Isolation</b></p> <ul style="list-style-type: none"> <li>From 16 August 2021:             <ul style="list-style-type: none"> <li>People who are fully vaccinated will no longer be required to self-isolate if they are identified as a close contact. Other adults still have to self-isolate as a close contact.</li> <li>Children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive Covid-19 case. Instead, NHS Test and Trace will advise the student to take a PCR test.</li> </ul> </li> <li>Students and staff who test positive must continue to self-isolate in accordance with government guidance.</li> <li>Government guidance is followed and found at <a href="https://www.nhs.uk/conditions/coronavirus/covid-19/when-to-self-isolate-and-what-to-do/">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a>.</li> </ul> <p><b>Managing Confirmed cases of Covid-19</b></p> <ul style="list-style-type: none"> <li>No person displaying symptoms of Covid 19 should be present at school. Parents/carers are reminded frequently in communications.</li> <li>If symptomatic students do come to school, they are to be isolated immediately in the Faith Room until collected/sent home, following agreed protocols. The Disabled toilet in PE close to the Faith Room is to be allocated for use by symptomatic students if necessary, under appropriate supervision prior to going home. If used by a symptomatic student, the toilet must be marked with a Do Not Enter sign and locked. It must not be used again until it has been disinfected. All area[s] that the student has been in contact with must be fully disinfected before next use. Students will be advised to go home to self-isolate and arrange a PCR test.</li> <li>Student absence due to Covid must be reported to Attendance Team and Pastoral Year Leader immediately so that this data can be recorded accurately and promptly in line with Government guidance.</li> </ul> <p><b>Student Mental Health</b></p> <ul style="list-style-type: none"> <li>Key staff are trained in the provision of mental health support to students.</li> <li>Students who may need additional support to cope with transition to secondary school and/or changes in Covid control measures on their return to school in September to be identified and support programmes will be put in place for them.</li> </ul> <p>Government guidance is followed and found at <a href="https://www.gov.uk/government/guidance/promoting-and-supporting-mental-health-and-wellbeing-in-schools-and-colleges">Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK (www.gov.uk)</a></p>				
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### Risk Matrix

SEVERITY OF THE HAZARD (How bad it could be)		LIKELIHOOD OF HARM (The chance it may occur)		SEVERITY					
				1	2	3	4	5	
5	Fatality	5	Almost certain	LIKELIHOOD	1	2	3	4	5
4	Major injury, resulting in disability	4	Probable		2	4	6	8	10
3	Injury requires doctor’s or hospital attendance	3	Possible		3	6	9	12	15
2	Minor injury, 1st aid required	2	Possible (under unfortunate circumstances)		4	8	12	16	20
1	Minor Injury, no 1st aid required	1	Rare		5	10	15	20	25
Likelihood (L) x Severity (S) = RISK RATING									

Date Review No. 1	Date Review No. 2	Date Review No. 3	Date Review No. 4	Date Review No. 5
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10.8.2021				
Business Manager with Director of Operations Cranmer Education Trust				