

COVID-19 Academy Risk Assessment September 2021

This Risk Assessment covers COVID-19 protective measures in education settings and is written with reference to schools [COVID-19 operational guidance](#) and comes into effect from 16th August 2021.

Academy Name: **West Grantham Secondary Academy**

Note: A [person specific assessment](#) **MUST** be carried out for young persons, **pregnant women** (including students) and nursing mothers and for pupils and staff deemed clinically extremely vulnerable.

Hazards Considered <i>Step 1 (Clause 3.1)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i> <i>And detail that will aid implementation of the risk assessment</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		Who	When	Complete	Likelihood	Severity	Risk Rating
Section 1 The coronavirus is transmitted in school.	Pupils and staff contract COVID-19 and may become seriously ill or die. Asymptomatic testing indicates pupils and staff have COVID-19 and self-isolation impacts on pupil education and wellbeing, staff self-isolation impacts on	1. Ensure good hygiene for everyone – Hand hygiene and Respiratory Hygiene. 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.	L	M	L	1. Hand sanitizers will be available around the site and at entrances. Pupils, staff and visitors will be reminded of the importance of good handwashing habits. Catch it, Kill it, Bin it will continue and lidded bins are used for tissues. Posters and resources Signage will be displayed and maintained.	SLT / SITE	Ongoing	Ongoing	L	M	L

	<p>their wellbeing and pupils' education.</p>					<ol style="list-style-type: none"> 2. Maintain appropriate cleaning regimes, using standard products such as detergents, include regular cleaning – twice a day – with a particular focus on frequently touched areas. PHE has published guidance on the cleaning of non-healthcare settings . 3. Spaces to be well ventilated, particularly when events involved visitors and spaces are used to capacity. Ventilation to be balanced with temperature and fire safety requirements. 4. Pupils, staff and visitors should not come onto site if they are experiencing symptoms (see appendix 1) or have had a positive lateral flow test. They should isolate in line with PHE advice and get a PCR test. Signage to be displayed and maintained at all entrances and visitors asked if they are experiencing symptoms when they sign in. 5. Face coverings for staff, students and visitors are mandatory in communal areas. Confirmation that students are exempt from wearing masks must be provided by parents, recorded on SIMS and written acknowledgement of this communicated back to parents. 							
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						Exempt students will carry a yellow lanyard. Staff and pupils advised to test at home using lateral flow tests and not to attend school until negative PCR result obtained or period of isolation completed in line with government guidance.						
Section 2 CEV pupils and staff	Staff and pupils with underlying health conditions contract COVID-19 and become seriously ill or die.	Individual risk assessments completed where necessary	L	M	L	See individual risk assessments. Individual risk assessments Individual risk assessments to be reviewed when there is an outbreak in the academy or local or national restrictions change.	SLT	3/9/2021	3/9/2021	L	M	L
Section 3 Pupils and Staff have been in contact with a positive case	Coronavirus is transmitted in school causing people to become seriously ill or die	Academies keep a record of the contact details for all visitors to the site for 10 days. Academies know which staff and pupils are on site at any one time.	M	M	L	Academies where necessary will assist NHS test and trace in the event of contact isolation being necessary. Close contacts to follow government guidance with regards to isolation or daily testing.	CB	Ongoing	ongoing	L	M	L
Section 4 Asymptomatic testing	Coronavirus is transmitted in school causing people to become seriously ill or die	Staff in all academies are encouraged to undertake twice weekly testing. Pupils in secondary academies are encouraged to undertake twice weekly testing.	M	M	L	When advised prior to the start of term secondary academies will establish an asymptomatic testing site and require 2 negative, on site tests before pupils return to school. See Asymptomatic Test Risk assessment .	SLT	Ongoing	ongoing	L	M	L
Section 5 Visitors to the academy	Coronavirus is transmitted in school causing people to become seriously ill or die	Visitors will be asked if they are experiencing any symptoms when they arrive at the school.	L	M	L	Visitors will not be allowed onto site if they are experiencing symptoms or have had a negative lateral flow test. They should isolate in line with PHE advice and get a PCR test. Signage to be displayed and	Reception staff SLT	Ongoing	Ongoing	L	M	L

		Signage is displayed at all entrances with this information. Visitor badges and lanyards are only used once and then stored for at least 48 hours.				maintained at all entrances and visitors asked if they are experiencing symptoms when they sign in. Signing in and out areas are regularly clean to reduce cross contamination. Contact details of visitors will taken kept for 10 days to assist NHS Test and Trace if required.						
Section 7 Pupils with symptoms	Employees, pupils, contractors and visitors may be exposed to COVID-19.	<p>Symptomatic Pupils will be moved to an isolation room until parent arrives for collection or permission is gained for them to travel home (secondary)</p> <p>The following elements MUST be included:</p> <ul style="list-style-type: none"> • A room with a door that can be closed (medical room). • Supervision provided for student(s) in the isolation area. • A window available and opened for ventilation. • Access to a separate bathroom (in case needed whilst awaiting collection). • An exit route – enabling symptomatic students to leave site with parents without re-entering the main Academy building. 	M	M	L	<p>Staff developing symptoms on site should return home immediately, seek a PCR test and isolate in line with PHE advice.</p> <p>Pupils developing symptoms on site should be sent home immediately and isolated while waiting collection. They should seek a PCR and isolate in line with PHE advice. The household, including any siblings, should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>Staff and students advised and reminded routinely not to attend school if displaying symptoms.</p>	SLT First aid team Site	Ongoing	Ongoing	L	M	L

		<ul style="list-style-type: none"> • A cleaning regime to prevent cross contamination between individuals required to use the isolation area (and bathroom (if used)). • Signage displayed to indicate the isolation area advising “no entry”. <p>If it is not possible to isolate individuals, they MUST be moved to an area which is at least 2m away from other people.</p> <p>When a child becomes unwell and a supervising a distance of 2m can’t be maintained within the isolation area, the following PPE MUST be worn:</p> <ul style="list-style-type: none"> • A fluid-resistant surgical face mask, in which case the child MUST be supervised at all times. <p>If contact with the child is required then the following PPE MUST be worn:</p> <ul style="list-style-type: none"> • Disposable gloves • Disposable apron • Fluid-resistant surgical face mask <p>If there is a risk of fluids entering the eye (e.g. coughing, spitting or vomiting), then PPE MUST be worn:</p>										
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		<ul style="list-style-type: none"> • Disposable gloves • Disposable apron • Fluid-resistant surgical face mask • Eye protection (e.g. face visor or goggles) <p>If the need for PPE is required, then staff must be trained in the safe putting on and removal of items.</p>										
Section 8 Educational detriment to pupils not in school full time	Children will experience a negative impact on their education as a result of them needing to isolate due to a positive test. NB. This only applies to asymptomatic cases, pupils who are unwell should not be expected to work at home.	<p>Full time provision of work and live lessons to be provided to those asymptomatic pupils with a positive test.</p> <p>When necessary, pupils will be provided with technology in order to access remote learning</p>	M	M	L	<p>Pupils to access work online via teams. Teachers to upload daily work for all isolating students to ensure all available for those isolating to access.</p> <p>Remote Learning Good Practice</p> <p>If 1-1 online learning this is will be inline with SNMAT agreed protocols.</p> <p>1-1 learning risk assessment Code of Conduct</p>	CB KK ST	Ongoing	Ongoing	L	M	L
Section 9 Wellbeing detriment to pupils not in school full time	Isolation may have a negative impact on pupils' welfare. The usual safeguarding checks cannot be made.	The academy maintains a list of pupils with safeguarding concerns and uses the SNMAT tiered response for pupils isolating. All pupils are contacted at least once a week to ensure they are safe and well. Meals are provided for pupils in receipt of free school meals.	M	M	L	<p>Food vouchers sent home for all isolating pupils</p> <p>Safeguarding and Remote Learning Tiered Response FSM</p>	WM	Ongoing	Ongoing	L	M	L
Staff wellbeing Isolation has a detrimental	Isolation and working from home may impact negatively on staff mental health	Ensure staff know who they can raise concerns with regarding their own wellbeing.	M	M	L	<p>Line manager to carry out twice weekly welfare call for all isolating staff. For staff not ill who are working from home, line</p>	Line managers	Ongoing	Ongoing	L	M	L

impact on staff wellbeing	and sense of wellbeing	Regularly canvas and communicate with staff to determine needs/feelings.				management / team meetings to be conducted via teams.						
Educational visits	Changes to local and national guidance results in the cancellation of trips.	Visit risk assessments will be conducted. Visits will be carried out in line with the academy risk assessment and the risk assessment of the venue.				New bookings must have adequate financial protection in place – insurance cover is checked for each booking. The travel list for will be monitored for changes, as will the restrictions in place in other countries. International visits will not be made to red list countries.	JS	Ongoing	Ongoing			

Risk assessment completed

Date: 31/8/21 by: Anna Martin role: Executive Principal

Risk assessment shared with staff (date): 31/8/21

Risk assessment published on website (date): 1/9/21

Date reviewed	by	role	Date of next review
31/8/21	AMM	Exec Principal	30/9/21
29 November 2021	JS	Administration Manager	4 January 2021

Potential Severity	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
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	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
		Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)
Likelihood of Harm Occurring				

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category MUST have a written method statement/safe system of work and arrangements MUST be made to ensure that the controls are maintained and monitored for adequacy.

Appendix 1

COVID-19 Symptoms (NHS, 15.7.2021)

Main symptoms of coronavirus (COVID-19)

The [main symptoms of coronavirus](#) (COVID-19) are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with symptoms have at least 1 of these.

If you have any of the main symptoms of COVID-19, even if they're mild:

1. Get a PCR test (test that is sent to a lab) to check if you have COVID-19 as soon as possible.
2. You and anyone you live with should stay at home and not have visitors until you get your test result – only leave your home to have a test.

Anyone in your childcare or support bubble should also stay at home if you have been in close contact with them since your symptoms started or during the 48 hours before they started.

Coronavirus (COVID-19) symptoms in children

Children can get coronavirus (COVID-19), but they seem to get it less often than adults and it's usually less serious.

The main symptoms of COVID-19 are:

- a high temperature
- a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours



- a loss or change to sense of smell or taste – this to normal

means they cannot smell or taste anything, or things smell or taste different

What to do if your child has symptoms

If your child has any of the main symptoms of COVID-19, even if they're mild:

1. Get a PCR test (test that is sent to a lab) to check if they have COVID-19 as soon as possible
2. You, your child and anyone else you live with should stay at home and not have visitors until you get the test result – only leave your home to have the test.

Anyone in your childcare or support bubble should also stay at home if your child has been in close contact with them since their symptoms started or during the 48 hours before they started.

Information on how to access PCR test can be found [here](#) .