

## Arnold Hill Spencer Academy Coronavirus (COVID-19): Risk Assessment

### Spencer Academies Trust

Assessment conducted by: Joshua Beeson	Job title: Health and safety and facilities Officer	Covered by this assessment: <b><u>Staff, students &amp; Visitors</u></b>
Date of assessment: 10/1/22	<b>[Updated]</b> Review interval: <b><u>in line with government updates</u></b>	Date of next review: in line with government updates

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19). This document should be read in conjunction with the most up to date guidance which changes frequently to ensure we are following the most recent version. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> . This risk assessment should also be followed in line with local level risk assessment. ( Each individual site/ Office)

Area for concern	Who is at risk	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19	<b>H</b>	<ul style="list-style-type: none"> <li>▪ All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>○ <a href="#">Health and Safety Policy including accident reporting.</a></li> <li>○ <a href="#">Infection Control Policy</a></li> </ul> </li> <li><b><u>The above policies are viewable on the Trust website and/or shared on the school website. Alternatively, please request copies from the Facilities Manager at <a href="mailto:Joshua.Beeson@arnoldhillacademy.co.uk">Joshua.Beeson@arnoldhillacademy.co.uk</a>.</u></b></li> <li>▪ All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>▪ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>▪ The Health Protection (Notification) Regulations 2010</li> <li>▪ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> </ul> </li> <li>▪ The relevant staff receive any necessary training that helps minimise the spread of infection- Ihasco- infection control training is essential.</li> <li>▪ The Trust keeps up-to-date with advice issued by, but not limited to, the following:               <ul style="list-style-type: none"> <li>▪ DfE helpline 0800 0468687</li> <li>▪ NHS</li> </ul> </li> </ul>	<b><u>Y</u></b>	<b><u>Principal</u></b>	10/1/22	<b><u>M</u></b>

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			<ul style="list-style-type: none"> <li>▪ Department of Health and Social Care</li> <li>▪ PHE</li> <li>▪ The school's local health protection team (HPT) <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a></li> <li>▪ Staff are made aware of the SAT infection control policy in relation to coronavirus via email.</li> <li>▪ Staff have undertaken online training via i-hasco in accordance with the schools infection control policy which includes but not limited to; coronavirus awareness and infection control and prevention.</li> <li>▪ Pupils are made aware of the school's infection control procedures in relation to coronavirus via assemblies and regular PSHE lessons and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>▪ Confidentiality of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus must be adhered to</li> </ul>				
Poor hygiene practice	Staff/ pupils and visitors are at possible risk of	<b>H</b>	<ul style="list-style-type: none"> <li>▪ It is recommended that Posters are displayed throughout the school reminding pupils of the importance of hygiene and space e.g. before entering and leaving the school.</li> <li>▪ Pupils are reminded throughout the day wash their hands with soap and water <b>before and after break times and lunchtimes</b> for no less than 20 seconds. This is done in person or by signage across site.</li> <li>▪ Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for general use</li> </ul>	<b>Y</b>	<b>Principal / Site Manager</b>	10/1/22	<b>M</b>

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	<b>contracting/transmitting Covid-19</b>		<ul style="list-style-type: none"> <li>▪ Sufficient amounts of liquid soap (or hand sanitiser where applicable), clean water, paper towels or hand dryers and waste disposal bins are supplied in all toilets and kitchen areas, where possible these bins should have a lid and be operated by foot for opening to minimise touching unnecessary surfaces.</li> <li>▪ Cleaners are employed to carry out daily, thorough cleaning that follows national guidance. Cleaning time tables are kept in busy areas.</li> <li>▪ The site manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Head of Estates and Facilities</li> </ul>				
Ill health	<b>Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and loss of taste or smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus and when to self isolate – details can be found at <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></li> <li>▪ Any pupil who displays signs of being unwell is immediately referred to a first aider, the first aider is to be provided with PPE (Disposable gloves, apron and face covering, which can be located in the emergency PPE pack in the Site office</li> <li>▪ If they need to use the bathroom whilst waiting to be collected they should use a separate bathroom where possible, the toilets should be cleaned and disinfected thoroughly before anyone else can use the facilities.</li> </ul>	<b>Y</b>	<b>Principal</b>	10/1/22	<b>M</b>

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			<ul style="list-style-type: none"> <li>▪ Pupils displaying symptoms of coronavirus should not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>▪ The parents / carers of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. The parents / carers are also advised that the pupil should take a PCR test. If the test is positive then they should follow the NHS guidance for the period of isolation.</li> <li>▪ Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.</li> <li>▪ If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The cleaning procedure after someone with a possible case of coronavirus can be found here- <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>				
Spread of infection		<b>H</b>	<ul style="list-style-type: none"> <li>▪ Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the <b>Infection Control Policy</b>, using PPE at all times.</li> <li>▪ Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the</li> </ul>	<b>Y</b>	<b>Principal</b>	10/1/22	<b>M</b>

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	<p><b>Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19</b></p>		<p>tissue in waste disposal units. Following the prevention guidance- <b>Catch it, Bin it, Kill it as well as Hands, face space</b>, should be promoted at all times- signage to this effect should be displayed in all areas of the school.</p> <ul style="list-style-type: none"> <li>▪ Students, Staff and Visitors are asked to bring a clean supply of masks each day for personal use in the event of increased safety measures being called into action in the event of an outbreak.</li> <li>▪ Parents / Carers are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>▪ Face coverings are now mandatory in all communal areas and classrooms for students, and staff (Unless they are teaching to a group) and visitors to the academy and everyone is to wear them whenever travelling around within academy buildings and inside in communal areas when not eating/drinking, unless exempt. Appropriate face coverings are required to be worn in crowded areas outside of school such shops and public transport</li> <li>▪ Children who display any symptoms of coronavirus must get a test. Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</li> </ul>				

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			<ul style="list-style-type: none"> <li>▪ Whilst awaiting the PCR result, the individual should continue to self-isolate.</li> <li>▪ If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</li> <li>▪ Windows in the classroom should be kept open as much as possible weather and safety dependent, Staff and pupils MUST not climb on desks or chairs to open windows. If a window cannot be reached a member of the site team must be informed.</li> <li>▪ Sanitiser will be placed at several locations throughout the school</li> </ul>				
Poor management of infectious diseases	<b>Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>▪ Staff are vigilant and report concerns about a pupil's symptoms to a first aider.</li> <li>▪ The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>▪ The site manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus with the Head of estates and facilities.</li> </ul>	<b>Y</b>	<b>Principal/Site manager</b>	10/1/22	<b>M</b>

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Poor/ lack of cleaning could lead to the spread of infection	<b>Staff/ pupils and visitors are at possible risk of contracting/transmitting Covid-19</b>	<b>H</b>	<ul style="list-style-type: none"> <li>Regular handwashing for pupils/ staff/ visitors using soap and water for at least 20 seconds is encouraged.</li> <li>Sanitising products available in each classroom and disposable cloth/tissue.</li> <li>Cleaning staff to clean regularly throughout the day covering high intensity touch areas.</li> </ul>	Y	Principal/site manager	10/1/22	<b>M</b>
Risk of fire spreading if doors are propped open	<b>Staff/ pupils and visitors are at possible risk from fire</b>	<b>H</b>	<ul style="list-style-type: none"> <li>All staff to be aware of what doors are open – there must be a procedure in place to ensure that these doors are closed should the alarm sound. It is recommended that you only open doors where you feel it is necessary. (external doors are not fire doors and can all be open)</li> <li>All fire doors should NOT be propped open and must be kept closed unless a mechanical auto closer is fitted.</li> <li>Where classrooms have an exit door that leads outside this door can be kept open, this will also allow additional airflow into the classroom.</li> <li>In the event of a fire staff and pupils are to leave via the nearest exit closing doors behind.</li> </ul>	Y	Principal/site manager	10/1/22	M

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Air conditioning systems and Ventilation systems			<ul style="list-style-type: none"> <li>▪ Air conditioning unit use must follow HSE guidance last updated August 2021 <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm</a></li> <li>▪ Rooms where possible are cooled prior to use</li> <li>▪ Occupied rooms should use natural ventilation such as external door/ window for the duration of the lesson.</li> <li>▪ Corridors and communal areas should be ventilated with natural air where possible.</li> <li>▪ In demand control systems CO2 set points should be set to 400ppm to increase the delivery of outside air</li> <li>▪ Ensure that numbers are limited to those that comply with social distancing regulations.</li> <li>▪ Ensure that all systems are serviced over the summer, as per PPM's on Every.</li> <li>▪ "All systems to remain energised in normal operating mode. Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal. Where possible, occupied room windows should be open. Ventilation to chemical stores should remain operational."</li> <li>▪ Ensure that ventilation facilities are not obstructed or blocked by curtains or furniture.</li> <li>▪ Turn off recirculation and use a fresh air supply only</li> </ul>	Y	Site manager/principal	10/1/22	

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Transporting students to school including school minibuses			<ul style="list-style-type: none"> <li>▪ See separate risk assessment</li> </ul>				
Local Covid outbreak			<ul style="list-style-type: none"> <li>▪ Refer to and follow individual school <u>COVID -19 outbreak management plan</u></li> </ul>				
Additional measures			<ul style="list-style-type: none"> <li>▪</li> </ul>				