

Risk Assessment for: COVID-19 – Academy operations following the changes from 27th January 2022

If hazardous substances are used and/or work at height is undertaken then supplementary assessments **must** be carried out.

Where manual handling is undertaken and/or noise at work is a hazard, supplementary risk assessments are required where the hazard poses a significant risk.

<p>Area:</p> <p>All aspects of operational Academy life.</p>	<p>Activity / Task:</p> <p>All activities / tasks</p>	<p>Date of Assessment:</p> <p>01.09.2020, Revised 10.10.2020,15.12.2020,23.02.2021 and 12.05.2021 Revised 12.7.21 Revised 09.12.21 and 4.1.22 Revised 27.1.22</p>
<p>Person(s) at Risk:</p> <p>Staff, Students, Parents/carers, Visitors, Contractors, Governors and Trustees</p>	<p>Equipment required for Activity / Task:</p> <p>Additional cleaning materials, sanitisers etc. PPE (see next section).</p>	<p>PPE Required for Activity / Task:</p> <p>Normal PPE will be maintained when currently used (e.g. gloves for site team, safety equipment used for specific tasks). Medical PPE e.g. face masks, visors, disposable gloves and disposable aprons will be available as required for the need to deal with an ill person or administer first aid and for those staff administering Lateral Flow Device Testing</p>
<p>Hazardous Substances to be used (CoSHH):</p> <p>In addition to the cleaning materials typically used an additional range of hand sanitisers, surface wipes and sanitisers and cleaning products will be used to ensure a greater level of hygiene and cleanliness.</p> <p>Manufacturers CoSHH Data Sheets are available for all products being used.</p>	<p>Manual Handling:</p> <p>The normal Manual Handling procedures and Risk Assessments will be applied.</p>	<p>Instructions / Training / Supervision – Required / Received:</p> <p>Training for staff has been provided through a combination of face-to-face training, staff briefings and email bulletins. Training included:</p> <ul style="list-style-type: none"> • Health and Safety Training including Risk Assessments. • Staff and Student mental wellbeing and support. • Any specific training focused to your area. • Specific additional training and sharing of expectations for first aiders. <p>Any queries or questions are to be directed to covidquestions@nunthorpe.co.uk</p> <p>Training for students has been delivered and will be revisited on their return and will focus on the need for regular hand washing and support if needed (e.g. relating to wellbeing / mental health, etc.).</p>
<p>Work at Height:</p> <p>n/a</p>	<p>Noise:</p> <p>n/a</p>	<p>Health Surveillance – Required / Provided:</p> <p>see appropriate section below</p>

Hazard(s):	Risk Description:	Severity x Likelihood of Occurrence = Risk Factor			Control Measure(s):	Severity x Likelihood of Occurrence = Reduced Risk Factor		
		5	3	15		5	3	15
National statutory instruction is all schools must close e.g. full national lockdown. Consequently, DfE deem that it is unsafe for all academies to open.	Regional and national R rate increases and government guidance indicates that schools are not to reopen/open	5	3	15	<ul style="list-style-type: none"> Current government guidance is checked daily for updates, and any changes are acted upon by Trust leaders. NB. the Trust must adhere to national legislation therefore control measures are unable to impact on the severity or likelihood ratings. Where academies are closed to all but key worker's children and those deemed vulnerable every effort will be made to encourage those students who are able to stay at home to do so, thus reducing the numbers attending. If required, the Trust's Outbreak Management Plan will be initiated. 	5	3	15
Communication is not at required level across the Trust	Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	4	4	16	<ul style="list-style-type: none"> The Trust has communication strategies in place for: <ul style="list-style-type: none"> Staff Students Parents/carers Governors/Trustees Local authority Trade Unions Other partners 	3	3	9
	Parents/carers are not fully informed of the health and safety requirements within the Academy	4	4	16	<ul style="list-style-type: none"> As part of the overall communications strategy, parents/carers are kept up to date with information, guidance and the Academy's expectations on a weekly basis using a range of communication tools. 	3	3	9
	Lack of Trustee oversight during the COVID-19 pandemic leads to the Trust and/or Nunthorpe Academy failing to meet their statutory requirements.	4	4	16	<ul style="list-style-type: none"> The Trust Board continues to meet and communicate regularly via face to face meetings and when applicable online platforms. The Executive Principal's updates to Trustees includes details and updates on how the Trust and the academies are continuing to meet their statutory obligations in addition to covering the Trust's ongoing response to COVID-19. 	3	3	9

<p>Not maintaining health and wellbeing of staff, students, visitors and others e.g. governors, trustees, contractors etc.</p>	<p>Risk of contracting/spreading Covid-19 virus through contact with person(s) who have the virus.</p> <p>Increased risk of others contracting / spreading Covid-19 virus</p> <p>Illness, exacerbation of existing medical conditions, fatality.</p>	4	5	20	<ul style="list-style-type: none"> • Staff will be reminded and updated of the latest government guidance on Covid-19 actions via regular communication from the Head of School. • Students will be updated and reminded via the physical prompts around the academy site e.g. posters, as well as via updates from form tutors, teachers and the Head of School. • Through the communication networks outlined above students, staff and other adults will not come into the school if they have COVID-19 symptoms, or have tested positive in the last 10 days unless they have two negative LFTs within the timings of identified by government at that time. Anyone developing these symptoms during the school day will be sent home to reduce the risk in the academy and further drive down transmission of COVID-19. • As per government guidance, If anyone in the academy becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the government's 'stay at home: guidance for households with possible or confirmed COVID-19 infection', which sets out that they must self-isolate for 10 days. • If a student with suspected Covid-19 symptoms is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres 	4	3	12
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					<p>away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a child with complex needs).</p> <ul style="list-style-type: none"> • Any members of staff who has helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. 			
	Risk to clinically vulnerable children and adults	4	5	20	<ul style="list-style-type: none"> • As per the government guidance, the vast majority of staff and students able to attend work/school. • Some staff and students may require an individual risk assessment. • Any staff that are tested for Covid-19 and/or are part of the track and trace programme, must inform the Trust via covidquestions@nunthorpe.co.uk 	4	4	16
	Risk of children and adults not following required hygiene measures. Increased risk of contracting / spreading Covid-19 virus – illness,	4	5	20	<ul style="list-style-type: none"> • Increased frequency of hand washing for 20 seconds with soap and water or alcohol hand sanitiser continues to be strongly advised. 	3	3	9

exacerbating existing medical conditions, fatality.				<ul style="list-style-type: none"> • Access to hand sanitisers throughout the site will continue. • Provision of antibacterial liquid hand soap and disposable paper towels continue to be available. There is regular checking of supply. • Hand sanitiser and tissues available in/around classrooms and key locations, including reception areas. • Any staff, students or visitors that wish to wear a face covering continue to be able to do so. 			
Inadequate supplies of soap and hand sanitiser mean that students and staff do not wash their hands and/or use hand sanitiser with sufficient frequency	4	4	16	<ul style="list-style-type: none"> • Monitoring arrangements continue to be in place to ensure that supplies of soap, hand towels and hand sanitiser are maintained throughout the day. 	3	3	9
Risk of poor standard of cleaning of the building	4	4	16	<ul style="list-style-type: none"> • Regular checks on cleaning are carried out by the Head cleaners and the Academy's Building and Development Manager. 	4	3	12
Risk of poor ventilation.	4	5	20	<ul style="list-style-type: none"> • Windows should be opened and classroom/office doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations). • Air conditioning systems which draw fresh air from outside and do not recirculate will continue to be used. • Windows do not need to be open fully, but enough to allow fresh air to circulate. • CO2 monitors (as supplied by DfE) are located and monitored within rooms that are densely populated for one hour or more. (Action required to improve ventilation where CO₂ readings are consistently higher than 1500ppm. There is no need to stop using the room). • Staff can request for a room to be monitored via covidquestions@nunthorpe.co.uk 	3	3	9
All systems may not be operational	4	4	16	<ul style="list-style-type: none"> • All systems are operational, including testing of fire alarms, smoke alarms, gas supply, ventilation systems, key 	3	2	6

					holder information, emergency lighting, inspection of lifts, inspection for rodent activity/ and servicing of equipment.			
	Staff, students and parents/carers are not aware of the academy's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	4	4	16	<ul style="list-style-type: none"> Emergency evacuation procedures have been reviewed. Staff, students and parents/carers have and will continue to receive clear communications informing them of government guidance on the actions to take should anyone display symptoms of Covid-19 and how this will be implemented in the academy. Any updates or changes to this guidance and or implementation of the Trust's Outbreak Management Plan are to be communicated in a timely and effective way to all stakeholders. 	4	3	12
	Students' mental health has been adversely affected during the pandemic	3	4	12	<ul style="list-style-type: none"> Staff available to support students with mental health issues. There is access to trained and designated staff for all students who wish to talk to someone about wellbeing/ mental health. Wellbeing/mental health is discussed regularly in tutor time. Resources/websites to support the mental health of students are provided. 	3	3	9
	Staff's mental health has been adversely affected during the pandemic	3	4	12	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training include content on wellbeing. Staff have been signposted to useful websites and resources including SAS. 	3	3	9
	Students and staff are grieving because of loss of friends or family	3	4	12	<ul style="list-style-type: none"> Specialist support is requested from other organisations when necessary. 	3	3	9

Name of person(s) carrying out this Risk Assessment: Glen Harris, Nunthorpe Academy Buildings and Development Manager	Signature(s):	Date: 27.1.22
Name of person(s) agreeing with findings of this Risk Assessment: Lee Brown, NMAT Executive Principal	Signature(s):	Date: 27.1.22

*Please note the separate Risk Assessment detailing the control measures implemented regarding the reintroduction of supervised Lateral Flow Device Testing of students from 1.9.21.

Risk Assessment Form - Completion Guidelines

- 1 The top section of this form reflects the details of the activity being assessed and hazard control measures in place (at the time the assessment is carried out).
- 2 All 'significant' hazards in the workplace where the task is being carried out, should be recorded in the section headed 'Hazards', together with the assessor's estimate of their severity and likelihood of occurrence. Note that a narrative description is also required.
- 3 The 'Hazard Severity' should be assessed on a scale of 1-5 as follows:
 - 5 Very High - Causing multiple deaths or widespread destruction
 - 4 High - Causing death or serious injury
 - 3 Moderate - Causing injury or disease – off work 3 days or more
 - 2 Slight - Causing minor injury – first aid treatment, return to work
 - 1 Nil - No risk of injury or disease
- 4 The 'Likelihood of Occurrence' should be assessed on a scale of 1-5 as follows:
 - 5 Very likely - If corrective measures are not taken
 - 4 Likely - Probable, only requires additional factor (e.g. carelessness, bad weather etc.)
 - 3 Quite Possible - Additional factors could precipitate an occurrence but unlikely without such factors
 - 2 Possible - Probability low and Risk minimal
 - 1 Not likely - No risk present
- 5 In the section headed 'Control Measures' it is important to specify the recommended corrective action. (Note that this may include, in extreme circumstances, the instruction to stop the activity until certain corrective actions have been carried out. In other cases, the timescale for undertaking corrective action shall be specified). The 'Reduced Risk Factor' numerical value shall be entered to show the effect of taking the recommended corrective action for each 'significant' hazard identified.
- 6 Once all corrective actions are complete, the Risk Assessment should be signed off by the appropriate manager. It is important to stress that the person signing off the risk assessment must take an action upon themselves to check that ALL corrective actions have been carried out and they are effective. (Note: the Risk Assessment must not be 'signed off' until ALL corrective actions have been completed).

Name of person confirming that ALL corrective actions are complete and effective:	Signature:	Date:
Name of person 'signing off' this Risk Assessment as complete:	Signature(s):	Date:

Date Risk Assessment to be reviewed: _____ (annually or following any incident or change to guidance from central government or public health authority).

