Risk Assessment

Title: Covid-19 Infection Control following full re-opening September 2021

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Organisation: Lakelands Academy

Date of Assessment: 1 September 2021

Date of Re-assessment: Ongoing

Hazard is something with the **potential** to cause **harm**. **Risk (R)** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

B. RISK MATRIX - This section is used for guidance to complete Section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	1	2	3	4	5
5	5 **LOW**	10 **MED**	15 **MED**	20 **HIGH**	25 **HIGH**
4	4 **VERY LOW**	8 **LOW**	12 **MED**	16 **MED**	20 **HIGH**
3	3 **VERY LOW**	6 **LOW**	9 **LOW**	12 **MED**	15 **MED**
2	2 **VERY LOW**	4 **VERY LOW**	6 **LOW**	8 **LOW**	10 **MED**
1	1 **VERY LOW**	2 **VERY LOW**	3 **VERY LOW**	4 **VERY LOW**	5 **LOW**

Increasing likelihood or probability →

level of risk = likelihood x severity

PRIORITY OF ACTION

HIGH	**17 - 25**	**Unacceptable - Stop work or activity until immediate improvements can be made.**
MEDIUM	**10 - 16**	**Tolerable but need to improve within a reasonable timescale e.g. 1-3 months depending on the situation.**
LOW	**5 - 9**	**Adequate but look to improve by next review.**
VERY LOW	**1 - 4**	**Residual risk acceptable and no further action will be required all the time the controls measures are maintained.**

Score	Likelihood/Probability	Description
5	Very likely/Almost Certain	The event is expected to occur in most circumstances
4	Likely	The event will probably occur in most circumstances
3	Fairly likely/Possible	The event could occur at some time
2	Unlikely	The event is not likely to occur in normal circumstances
1	Very Unlikely	The event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic/Severe/Fatality	Death or permanent disability to one or more persons
4	Major injury/ill health	Hospital admission required e.g. broken arm or leg
3	Moderate (over 3 day injury/ill health)	Medical treatment required, over three day injury
2	Minor injury/ill health	First Aid is required
1	Insignificant/no injury	Injuries not requiring first aid treatment

"The overarching objective is to maximise the number of children and young people in face-to-face education or childcare and minimise any disruption, in a way that best manages the COVID-19 risk" DfE Contingency Framework August 2021

Issue	Existing Controls	Risk Level	Further Actions	Who	When
Staff existing exposure to COVID-19	• All staff follow government guidance for symptoms and shielding periods • Isolation periods are monitored to ensure staff do not return to work too soon • Staff report suspected or confirmed cases to school • Staff with symptoms/staff with family with symptoms or have been in contact with a COVID-19 case must follow Shropshire Public Health guidance • It is a requirement that people who are ill remain at home	2 x 5 Med	• Read and act upon government guidance • Maintain regular contact with all staff • Update absence records and inform SLT of any developments • Submit DfE/Shropshire Public Health returns • Provide staff with up-to-date testing information	SLT SLT CBW ST/CS SD	Daily Ongoing Daily Ongoing Ongoing
Insufficient staff numbers to provide a full education for all students		3 x 1 Very Low	• Monitor levels of staff absence • Ensure appropriate absence cover is in place • Maintain regular contact with absent staff • Keep abreast of staff union announcements	CS CBW CS SB	Daily Daily Daily Ongoing
Risk of staff infection	• All safety control measures in this risk assessment are designed to reduce the risk of infection • PPE is available, including: ○ Face coverings	2 x 5 Med	• Monitor demand and replenish stocks • Face coverings may be worn by staff in communal areas or when inside	CS/HS SLT	Ongoing wef 3.9.2021

	○ Gloves ○ Hand sanitiser • COSHH data sheets stored in site team office • Clinically extremely vulnerable 'CEV' people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take		the student area in classrooms or within their own office space ○ Any individual staff member can choose to continue wearing a face covering inside the 'staff only' zone in classrooms ○ Staff should continue to be sensitive to the additional needs of students, such as deafness, in deciding whether it is appropriate to wear a face covering		
Student existing exposure to COVID-19	• Parents adhere to government guidance for symptoms and shielding periods • Tracking spreadsheet to monitor isolation periods and ensure students do not return to school too soon	2 x 5 Med	• If a parent or carer insists on a student with symptoms continues to attend school the HT/SLT can take the decision to refuse the student if, in their reasonable judgement, it is necessary to protect other students and staff from possible infection with COVID-19. This decision would be in consultation with Shropshire Public Health and their current advice having due regard to all the circumstances	SLT	Ongoing
Risk of student infection	• All safety control measures in this document are designed to reduce the risk of infection	2 x 5 Med	• Face coverings are no longer required to be worn by students in classrooms ○ Any individual student can choose to continue wearing a face covering in classrooms	SLT	wef 3.9.2021

			○ Students can choose to wear a face covering in communal areas • On arrival in school each morning students in their year groups i.e. 7 - 10 will be directed by staff for handwashing		
Risk of asymptomatic infection	• Asymptomatic testing site 'ATS' established at school in accordance with government guidelines • Students not undergoing testing must attend school	2 x 5 Med	• As students will potentially mix with many other people during the summer holiday, all secondary school students should receive x2 on-site lateral flow tests 'LFT', 3 to 5 days apart, on their return to school in the autumn term which will then be followed up by LFT home testing twice weekly for the remainder of September 2021 • All staff LFT testing at home twice weekly (Wednesday/Sunday evenings) for the month of September and reporting results to SD • Staff and students with a positive LFT test result should self-isolate for 10 days in line with the stay at home guidance for households with possible or confirmed coronavirus infection. They will also need to get a free PCR test to check if they have COVID-19 ○ Whilst awaiting the PCR result, the individual should continue to self-isolate	SLT/SD SD/Staff	wef 3.9.2021 to 10.9.2021 Review 30.9.2021 wef 1.9.2021 Review 30.9.2021

			○ If the PCR test is taken within 2 days of the positive LFT, and is negative, it overrides the self-test LFT test and the individual can return to school as long as they do not have COVID-19 symptoms		
Curriculum	• Curriculum provision reviewed • Ensure health & hygiene principles are promoted and reinforced 'catch it, bin it, kill it' • Ensure students sanitise their hands regularly • Online Microsoft Teams provision maintained in case of student self-isolation	2 x 5 Med	• Arrangements reviewed on an ongoing basis to ensure efficiency and effectiveness	SLT	Half-termly
Classrooms and Exam rooms	• Availability of hand sanitiser in all these rooms • Ensure used tissues are correctly placed in yellow lidded bins • Arrangements for Exam rooms are the same as for classrooms • Good ventilation can help reduce the risk of spreading coronavirus , so focus of improving natural ventilation, preferably through fresh air or mechanical systems ○ Increase the supply of fresh air by opening windows and doors (unless fire doors) • Air conditioning systems may be used	2 x 5 Med	• Anti-bacterial COVID-19 approved spray will be available in classrooms to clean table top surfaces at the end of each lesson.	CS/Site Team/Staff	Ongoing Review October half-term

	○ If possible, systems should not be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor supply of fresh air				
Staffroom and Offices	• Availability of hand sanitiser • Ensure used tissues are correctly placed in yellow lidded bins • Staff use their own mugs/cups, teaspoons etc • Separate room from student reprographics	2 x 5 Med			Ongoing
IT provision	• All state-funded schools should provide for school-aged children who are unable to attend school due to following government guidance or law relating to COVID-19	3 x 1 Very Low			
Restrict movement of students around the building/school site		2 x 5 Med	• The Department for Education no longer recommends that is necessary to keep children in consistent groups 'bubbles' or to keep groups apart as much as possible • Students have designated year group outside gathering spaces on arrival at the beginning of the school	SLT/Duty Staff	Daily and Ongoing until

			day, with the exception of Year 11 who retain the privilege of being able to come straight into school to access the dining room. On immediate arrival in dining room they are requested to use hand sanitiser by duty staff		further notice
Transport to and from school	• Coach transport operators (Lakeside Coaches & Arriva) follow Shropshire Council and Public Health guidance • Student behaviour is monitored on school transport and remedial action taken as necessary	3 x 5 Med	• The Department of Education recommends that children and young people aged 11 and over continue to wear a face covering when travelling to and from secondary school when using private/public transport	Coach transport operators & SLT/Duty staff	Daily and Ongoing ufn
Communication with staff	• Communication is via twice weekly morning briefings (Monday and Thursday) in the staffroom and Microsoft Teams calls, plus informal emails, phone calls and walkie-talkie • Information provided about infection control procedures • Any concerns are acted upon • Union representatives are consulted about significant changes	1x 5 Low	• Face-to-face meetings can be held but staff are asked to maintain COVID-19 hygiene and safety control measures i.e. social distancing and ventilation in meeting room. For staff who prefer to meet remotely they can access via Microsoft Teams	SB/SLT	Daily and Ongoing
Communication with parents and students	• Communication is via ParentMail letter, text, website and Microsoft Teams • Information provided about infection control procedures • Any concerns are acted upon • Parents are restricted to visiting the school which will be arranged on foot and by prior arrangement with staff.	1 x 5 Low	• Meetings between staff and parents to be pre-booked and put in diary so that Reception/Admin team are	SB/SLT ST/Admin Team	Ongoing

			aware. Parents to be met at reception and taken to room booked for meeting. Social distancing will be encouraged		
Communication with governors and Local Authority	• Current communication is via email, phone and Microsoft Teams	1 x 5 Low	• Governors' meetings can take place in school with appropriate social distancing measures in place		wef 3.9.21
Arrival at school	• Everyone sanitises hands on arrival ○ Hand sanitiser available at each entrance	2 x 5 Med			
Fire Safety	• Existing fire drill is thorough and robust • Normal egress routes and muster points are used • PEEPs (Personal Emergency Evacuation Plans) are reviewed	2 x 5 Med		CS/SLT	Termly
Behaviour Management	• School Behaviour Policy is followed • Behaviour expectations poster displayed in every classroom • SLT supervision at mid-morning break and lunchtime	3 x 5 Med		SLT	Ongoing
Visitor Management	• Visitors can only access school via Reception • External meetings teleconferenced remotely where possible via Microsoft Teams • Posters encouraging social distancing measures displayed in Reception • Parent queries telephoned or emailed with school response • Delivery staff are not approached, allowing parcel deliveries to be left	3 x 5 Med	• Although it is no longer mandatory to wear face coverings in school visitors may do so if they feel the need to	CS/ST & Admin Team	Ongoing

	under cover in vestibule leading to Reception • Persons entering school use hand sanitiser on arrival				
Emotional distress of Staff	• SLT members available onsite during the day and by phone, email or Microsoft Teams outside school hours • NOSS Confidential Staff Counselling Service available	2 x 5 Med		SLT/AS	Daily and Ongoing
Emotional distress of Students	• Pastoral Team on site every day • SEN students - assessments reviewed to assist students who may not understand the changes in school • Some students, parents and households may be reluctant or anxious about attending school ○ Discuss any concerns with parents and provide reassurance on the safety control measures in place to reduce risk • Remind parents that pupils of compulsory school age must be in school unless a statutory reason applies	3 x 5 Med		SLT/Pastoral Team	Daily and ongoing
Suspected COVID-19 case on site	• First Aiders on site every day • Additional PPE available for First Aiders to use • Poorly person is moved to isolation room close to Reception and advised to avoid touching anything	3 x 5 Med	• Close contacts will be identified via NHS Test and Trace as education settings no longer required to undertake contact tracing • Contacts from a school setting will only be traced by NHS Track and Trace where the positive case	SLT	Ongoing

	• Ensure they cough or sneeze into a tissue and put it in a yellow lidded bin
	• Windows to be kept open to maintain ventilation
	• A fluid-resistant face covering should be worn by the supervising adult if a distance of 2 metres cannot be maintained
	• Arrange collection ASAP
	• Staff symptoms - go home immediately
	• Arrange deep cleaning of isolation room immediately afterwards
	• Report incident and engage with Shropshire Public Health
			and/or their parent specifically identifies the individual as being a close contact
			• Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19 and any of the following apply:
			  ○ They are fully vaccinated
			  ○ They are below 18 years and 6 months old
			  ○ They have taken part in or are currently part of an approved COVID-19 vaccine trial
			  ○ They are not able to get vaccinated for medical reasons
			  ○ Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test
			  ○ Staff who do not need to isolate, and children and young people aged under 18 years and 6 months old who usually attend, and have been identified as a close contact, should continue to attend school as normal		

			○ 18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to be vaccinated they will need to self-isolate if identified as a close contact		
COVID-19 case identified by NHS Test and Trace	• Follow instructions from NHS Test and Trace and Shropshire Public Health	3 x 5 Med		SLT	Ongoing
Catering	• Surfaces and door handles cleaned regularly • SEN students take lunch to Room 5 • Increase the supply of fresh air in dining areas by opening doors and windows	3 x 5 Med	• Year 7 will take lunch 15 minutes early before other year groups - first week only (w/c 6.9.21)	CS/CY and Catering Manager	Daily and Ongoing
Cleaning	• Two COVID-19 cleaners in school during the day for enhanced cleaning to door handles, handrails, table tops, other smooth surfaces and student toilets/washrooms at least twice per day • High use spaces such as dining room and social area surfaces cleaned regularly throughout the day • Full site enhanced clean at the end of each day/beginning of each day	3 x 5 Med		CS/CY	Daily and Ongoing

	before staff and students arrive in school				
School Minibus	• Vehicle has a supply of tissues, a waste bag, hand sanitiser and disinfectant wipes for use by driver and passengers • Face coverings will be strongly recommended to be worn by passengers and driver during time spent inside vehicle • Journey not to be made if the designated driver or passenger is experiencing symptoms of COVID-19. In this instance report to school and a trained First Aider • Driver and passengers should use hand sanitiser before entering vehicle • Passengers to sit as far apart from other passengers and driver as is practicably possible. • At least one window should be open for ventilation for the entirety of the journey • No eating or drinking allowed • After the journey the driver is responsible for wiping down all surfaces and handles with disinfectant wipes	3 x 5 Med		Staff qualified to drive school minibus	Ongoing