

Impact Education Multi Academy Trust

COVID 19 – Academy Risk assessment Post Sept 2021 v1.3

Academy: The Halifax Academy

Date of Risk Assessment:17/9/2021

Reviewed:03/12/2021

**This document should be read alongside the “Operational Guidance” document for more detail of approach.**

This risk assessment is compiled in line with Government guidance for the particular challenges of our Academies and reviewed regularly as and when circumstances change. The risk assessment should be reviewed alongside the Trust Guidance for Covid-19 Estate Management and current [Operational Guidance](#) notes.

All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded.

The risk assessment is demonstrating Impact Education and its academies are reducing and mitigating risk so far as is reasonably practicable following the most up to date Government advice.

If the guidance cannot be achieved after plans have been put in place then The Trust has to consider whether that activity or part of the Academy should be open.

COVID is a biological agent and comes under the COSHH Regulations and Health and Safety at Work Act. If you require any assistance with this process it is recommended you contact your health and safety manager at Impact Education.

*\*Please note that this risk assessment has been produced in line with the current Government guidance and advice available at the time of production (issued 03/12/2021). The risk assessment will be updated in line with further updates as and when they arise.*

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary?	Action by whom?	Action by When?	Done
<p><b>General – Risk of infection.</b></p>	<p>Staff, visitors, Pupils</p>	<p>General Controls and instruction to staff throughout the school: -</p> <ul style="list-style-type: none"> <li>- Bubbles no longer required and mixing permitted.</li> <li>- Increased cleaning regime throughout site, especially touch points.</li> <li>- Hand washing facilities in place with pupils and staff encouraged to use these regularly.</li> <li>- Staff or pupils who may become symptomatic to isolate, obtain a PCR test and if positive to stay home and continue to self-isolate, following the advice given by NHS Test and Trace. NHS test and trace will work with the child's parents or directly with a staff member to identify close contacts.</li> <li>- Staff or students who test positive using a lateral flow device (LFT) should also self-isolate and seek a PCR test immediately. If negative and no symptoms have developed, self-isolation can cease.</li> <li>- For confirmed positive COVID cases of employees which may be work related to be reported to the schools H&amp;S team.</li> <li>- If it appears there is spread of COVID within the school (from person to person within the setting) the school will be contacted by Public Health. In this instance, <b>Outbreak Management Plans should be actioned</b>, working in partnership with Public Health. This may involve contact tracing at school level.</li> </ul>	<ul style="list-style-type: none"> <li>- Establish a record of cleaning.</li> <li>- Regular cleaning throughout the day.</li> <li>- Reminders of regular hand washing promoted in bathrooms.</li> <li>- Parents informed of the procedures in relation to COVID19.</li> <li>- Promote “catch it, bin it, kill it” approach</li> <li>- Ensure appropriate signage regarding social distancing and hand washing.</li> <li>- If anyone has recently left the country and returned the UK they must follow the advice on the current traffic light travel system.</li> <li>- Support and encourage the vaccine programme take up</li> </ul>	<p>PRR, SHW, NL, IS, LL</p>	<p>Daily</p>	

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		<ul style="list-style-type: none"> <li>- Non- fire safety doors can be propped open to allow ventilation</li> <li>- Windows to be opened each morning to allow adequate ventilation. Where the weather causes the room to become uncomfortably cold for occupants the windows can be closed to a crack and then reopened once unoccupied. Consider opening higher windows in the event of cold weather. Rooms with no ventilation should only be used where doors can be propped open and there is air flow from outside of the room.</li> <li>-</li> </ul>				
<b>Ventilation</b>	Staff, pupils, visitors	<p>Need to balance the risk of transmission of the virus and a comfortable teaching environment which can be maintained by.</p> <ul style="list-style-type: none"> <li>- <b>Additional CO2 monitors purchased for spaces with no outside ventilation. Ventilation machines to be placed in classrooms with no outside ventilation.</b></li> <li>- Where there is use of mechanical ventilation adjust these to increase the ventilation rate where possible and check normal operation meets current guidance and only fresh air is being circulated.</li> <li>- If possible, systems should be adjusted to full fresh air or operated as normal within a single room and supplemented with outdoor air supply.</li> <li>- For natural ventilation the windows should be opened and in cooler weather should be left open</li> </ul>	Establish areas throughout the school where there is poor ventilation.	NL, IS          <b>Classroom</b>	<b>Daily</b>	

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		<p>just enough to provide constant background ventilation and opened wider during breaks to purge the air. May be beneficial to open higher-level windows to reduce draughts when the weather is colder. Allow flexibility for staff and pupils to wear additional suitable indoor clothing.</p> <ul style="list-style-type: none"> <li>- Open non- fire resisting doors to allow for air flow</li> </ul>		Teacher		
<b>Classrooms</b>	Staff, Visitors, Pupils	<ul style="list-style-type: none"> <li>- Classrooms to be regularly cleaned and cleaning supplies available in the classroom.</li> <li>- <b>All classrooms to have hand sanitiser topped up</b></li> <li>- Pupils encouraged to wash their hands regularly</li> <li>- Windows opened to allow ventilation, if temperature is uncomfortable due to open windows these to be closed to a crack while occupied and then reopened while unoccupied.</li> <li>- Desks should be spread out wherever possible to maximise space between individuals. Schools may wish to maintain use of screens etc. between staff and students.</li> </ul>	-	NL, IS		
<b>Provision in Early Years</b>	Staff, Pupil Visitors	<ul style="list-style-type: none"> <li>- EYFS ratios still to be met</li> <li>- Promotion of handwashing with staff.</li> </ul>		SHW		
<b>Corridors</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- regular cleaning of touch points.</li> </ul>		IS, NL		

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<b>Toilet and cloakrooms</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Available hand washing facilities with soap and warm water with encouragement to use these facilities regularly and prior to eating.</li> <li>- Regular cleaning of the toilet area touch points.</li> </ul>	<ul style="list-style-type: none"> <li>- Establish record of cleaning for all toilets.</li> </ul>	<b>IS, NL</b>		
<b>Playground and play equipment</b>	Staff, Pupils, Visitors	<ul style="list-style-type: none"> <li>- Ensure a cleaning regime includes the playground equipment for both outdoor and indoor or take out of use if necessary.</li> <li>- Cleaning should take place more frequently than normal.</li> <li>- Also applies to resources used both inside and outside for wraparound care and out of school settings.</li> </ul>		<b>Primary staff, PE Staff</b>		
<b>Resources and equipment</b>	Staff, Pupils	Resources shared between classes would be encouraged to under go frequent cleaning and preferably be either cleaned between each class or allow them to be unused for a period of 48 hours (72 hours for plastics)	Books and other shared resources can be taken home although unnecessary sharing should be avoided and should implement a system of cleaning and rotating these resources.	<b>IS</b>		
<b>Therapy equipment and sensory rooms</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- Establish what equipment can be cleaned and adequately disinfected before being put back into use.</li> <li>- If cleaning not possible in between the users, then must be restricted to one user or left unused for a period of 48 hours (72 hours for plastics) when</li> </ul>		<b>HOP</b>		

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		used by different individuals.				
<b>Drop off/collection areas with parents</b>	Staff, pupils, visitors, parents	<ul style="list-style-type: none"> <li>- Parents/ carers informed of their pickup/ drop off times and points.</li> <li>- Continue with specific entrances for different groups of students in secondary.</li> <li>- No parent drop off in secondary</li> <li>- Primary phase to begin year with one-way system and review once local infection rates are identified.</li> </ul>	Parent communication needed	NL		
<b>Catering</b>	Staff, pupils, Visitors	<ul style="list-style-type: none"> <li>- Hygiene standards to be maintained</li> <li>- Separate year group sitting to be maintained (Primary)</li> </ul>		IS		
<b>Reception area</b>	Staff, Pupils, Visitors,	<ul style="list-style-type: none"> <li>- encourage parents to contact the school by other means than face to face.</li> <li>- The design of the reception area may already create a barrier between front facing staff and others.</li> <li>-</li> </ul>	Parent communication needed	NL		

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<b>Area for isolation/first aid and separate toilet</b>	Staff, Pupils,	<ul style="list-style-type: none"> <li>- Identify an appropriate area in which could be used for first aid and maintain cleaning standards and clean after each treatment. (First aid room Primary Phase)</li> </ul>	<ul style="list-style-type: none"> <li>- Commanders House to continue to be used as COVID point. First aid to be in house.</li> <li>- Alternative medical packs to be available if first aid room out of bounds.</li> <li>- Room to be fogged if used for isolation.</li> </ul>	<b>IS, NL</b>		
<b>Clinically vulnerable and Clinically Extremely critically Vulnerable (CEV)</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- As a minimum CEV staff are to follow the same guidance as everyone else, the key issue is consultation with any vulnerable staff as per HSE advice and it is always advisable to document this discussion and agreement.</li> <li>- If this is the case, a full risk assessment with the staff member should be undertaken and any discussion documented including the measures you have put in place to make the workplace as safe as possible for them.</li> <li>- The CEV guidance extends to staff who are more than 28 weeks pregnant (and those below 28 weeks with other health concerns), but again only where they are fully aware of the risk to themselves and their unborn baby if they catch COVID. If they still want to work, they need to agree with you the safest way of working and advice may be required from occupational health.</li> </ul>	<ul style="list-style-type: none"> <li>- Request information from staff and parents to identify those in these categories.</li> <li>- Keep in contact with those who are shielding or working from home.</li> <li>- Encourage and promote the take up of the vaccine programme.</li> </ul>	<b>PRR, SHW</b>		

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<b>Staff contingency arrangements</b>	Staff, pupils	Would encourage schools to promote social distancing and continue where possible with virtual meetings however this is optional, this would help to reduce infection rates between staff and build resilience	<ul style="list-style-type: none"> <li>- Ensure staff are aware of the reporting procedure to highlight if they have any symptoms.</li> <li>- ensure there is a plan in place to have a suitable and sufficient staff ratio to pupils which may include having cover staff.</li> </ul>	<b>PRR</b>		
<b>Symptomatic staff or pupils</b>	Staff, visitors, pupils	<ul style="list-style-type: none"> <li>- Identify an area in which anyone who is symptomatic can wait for a parent to collect in a well ventilated. <b>(Primary first aid room)</b></li> <li>- Area in which symptomatic people are awaiting requires to be cleaned after use.</li> <li>- Staff and Children can be eligible for testing.</li> <li>- Those who require close supervision while awaiting collection should remain at a distance if possible and wear appropriate PPE (Type IIR face mask, eye protection, apron, disposable gloves.).</li> <li>- Those who become symptomatic should return home and avoid using public transport and where possible collected by guardian.</li> <li>- Preferably should use a separate bathroom which must be cleaned and disinfected using standard cleaning products before used by anyone else.</li> </ul>	<ul style="list-style-type: none"> <li>- Questionnaire to be completed prior to staff returning to school to highlight they are well to attend school.</li> <li>- Review where in school this would be best located</li> <li>- Establish a clear procedure of how to access testing and when someone should be tested.</li> <li>- Where there are work related positive COVID cases these may be HSE reportable and guidance from the schools H&amp;S advisors should be sought.</li> <li>- In an emergency call 999 if someone is seriously ill or injured or life is at risk.</li> </ul>	<b>NL, HR</b>		

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<b>Assembly &amp; gatherings</b>	Staff, Pupils Visitors	<ul style="list-style-type: none"> <li>- As mixing is permitted assemblies and gatherings can go ahead Any large gatherings do increase the risk of spread, and decisions to bring large groups together should be taken in that context.</li> <li>- (primary phase to hold phase-based assemblies to begin with – year groups to sit separately)</li> </ul>	<ul style="list-style-type: none"> <li>- Conduct a risk assessment for such event.</li> <li>- Assemblies to be held in Great Hall with all doors open for maximum ventilation</li> </ul>	<b>PRR, SHW</b>		
<b>Transport arrangements</b>	Staff, Pupils, Contractors	<ul style="list-style-type: none"> <li>- Where possible transport to encourage those who are on school or public transport to use face coverings.</li> <li>- Social distancing where possible also strongly encouraged.</li> <li>- The buses to have windows open to provide ventilation.</li> <li>- Those travelling by bus to have access to wash facilities which use is encouraged</li> </ul>	<ul style="list-style-type: none"> <li>- Establish an agreement with the transport provider of the controls they will have in place to ensure safety.</li> </ul>	<b>PRR, SHW</b>		
<b>Personal Protective Equipment (PPE)</b>	Staff, Pupils	<ul style="list-style-type: none"> <li>- PPE required for personal care only.</li> <li>- PPE should be suitably stocked</li> <li>- PPE signed out when used.</li> <li>- Risk assessment for each child to be conducted to highlight the requirement of PPE; however, a face mask isn't required for personal care from current guidance.</li> </ul>	<ul style="list-style-type: none"> <li>- Inform staff of the requirements for PPE and provide information for their safe usage.</li> <li>- Individual risk assessments to be conducted.</li> </ul>	<b>NL</b>		
<b>Home visits</b>	Staff, Families, Pupils	<ul style="list-style-type: none"> <li>- Home visits can go ahead but staff should remain cautious. and check the COVID status of the house prior to entering</li> <li>- Hand sanitiser provided for staff required to conduct home visits</li> </ul>	<ul style="list-style-type: none"> <li>- Establish/ update home visit procedure to include COVID19 controls.</li> </ul>	<b>NAZ, GEO</b>		

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<b>Visitors &amp; Contractors in schools</b>		<ul style="list-style-type: none"> <li>- Where necessary obtain confirmation those who will be on site are not showing signs of COVID19.</li> <li>- Provide handwashing or hand sanitiser facilities for visitors/ contractors.</li> <li>- Visitors should be encouraged to socially distance</li> <li>- Visitors should be encouraged to wear face coverings.</li> </ul>	<ul style="list-style-type: none"> <li>- Aspects relating to COVID to be included in the contractor rules for the school.</li> <li>- Contractors and visitors to establish in writing (via email) they are not showing symptoms of COVID19 or a declaration to be established for signing in.</li> </ul>	<b>IS</b>		
<b>Physical restraints/ comforting, first aid</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Ensure team teach training has been achieved by teachers who are required to carry out physical restraining.</li> <li>- Ensure wash facilities are available after a close contact event.</li> <li>- No child or member of staff should be in school if they are symptomatic.</li> </ul>	-	<b>HOP</b>		
<b>Waste</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Waste to be regularly removed from within the building and in the outdoor bins.</li> </ul>	<ul style="list-style-type: none"> <li>- If someone is symptomatic and while isolating until collection any tissues or waste to be bagged up and stored for 72 hours prior to collection.</li> </ul>	<b>IS</b>		

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<b>Lateral Flow testing</b>	Staff, pupils	<ul style="list-style-type: none"> <li>- Those employees who have agreed to be a part of the lateral flow testing to be encouraged to regularly test at home.</li> <li>- Waste from these tests can be disposed of in general waste bin</li> <li>- Staff who test positive from such test will need to self-isolate and obtain a PCR test.</li> <li>- Those who are symptomatic must not attend school, should be self-isolating.</li> </ul>	-	<b>NAZ. GEO</b>		
<b>Face Coverings</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>- <b>Face coverings to continue to be used in communal areas and in staff meetings.</b></li> <li>- Face coverings requirement has been re-introduced. Government expect and recommends that face coverings should be worn when moving around the premises, outside of classrooms, such as in corridors and communal areas. This applies to staff and visitors, including children aged 11 or above on 31 August 2021.</li> <li>- This is currently a temporary measure.</li> </ul>	<ul style="list-style-type: none"> <li>- Pupils and staff may bring a spare face covering to replace if the covering becomes damp during the day.</li> <li>- Pupils, staff and visitors may feel more comfortable wearing face coverings and the school should encourage the use of these.</li> <li>- Outbreak management plan may reflect the use of face coverings if there is an outbreak and, in such instances, public health should be advising.</li> <li>- Those with SEN or communication needs should be taken into account when establishing face coverings.</li> </ul>	<b>PRR</b>		

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<b>Educational Visits</b>	Pupils, staff, visitors, public	- Guidance at the time of this risk assessment recommends against all international Educational Visits. from September you can visit internationally for trips that have previously been deferred and be aware of the travel lists.	- Continue to review such guidance. - Ensure all educational trips have appropriate risk assessments established.	<b>SJ</b>		

Assessors Name: **Phill Horsfall,**  
**PH.**

Assessment Review Date: **Dynamic review, minimum weekly review by**

CEO Signature:..... 

LGB Signatory:..... **Phil Shephard**

Headteacher signature:... 

## **Further Guidance**

[Schools Coronavirus \(COVID-19\) Operational Guidance](#)

[Face coverings: when to wear one, exemptions, and how to make your own](#)

[Entering the UK and quarantine](#)

[Annex A: health and safety risk assessment](#)

[Additional Operational Guidance for Special Schools, Special post 16 institutions and alternative provision](#)

[HSE – Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic](#)

[First Aid During the Coronavirus \(COVID-19\) pandemic](#)

[Information about the Coronavirus \(gov.uk\)](#)