

COVID-19 Academy Risk Assessment September 2021

Southwell and Nottingham Multi Academy Trust

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:

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 their wellbeing and pupils' education.	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.	H	M	M	1. Hand sanitizers will be available around the site, in all classrooms, cloakrooms 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. 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.	SNJG/HT	Checked daily	In place	M	M	M

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	M	H	H	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. Close contact with CEV pupils' parents CEV staff working in well ventilated spaces and supported by risk assessments with advice from CEV staff medical support	HT/JG	As required	In place	
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	M	Academies where necessary will assist NHS test and trace in the event of contact isolation being necessary.	JG		In place	
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	M	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 .	JG		In place	

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. 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.	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 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 be kept for 10 days to assist NHS Test and Trace if required.	JG		In place	
Section 7 Pupils with symptoms		Symptomatic Pupils will be moved to an isolation room until parent arrives for collection or permission is gained for them to travel home (secondary) The following elements MUST be included: • 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	M	Staff developing symptoms on site should return home immediately, seek a PCR test and isolate in line with PHE advice. 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. Pupils with symptoms will be moved upstairs to the meeting room where there is access to a separate toilet. They will be supervised until they are collected.	H T/ JG		In place	

[illegible]



		vomiting), then PPE MUST be worn: • Disposable gloves • Disposable apron • Fluid-resistant surgical face mask • Eye protection (e.g. face visor or goggles) If the need for PPE is required, then staff must be trained in the safe putting on and removal of items.								
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.	Full time provision of work and live lessons to be provided to those asymptomatic pupils with a positive test. When necessary, pupils will be provided with technology in order to access remote learning	L	L	L	Remote education will be provided as follows: Teams for daily live lesson input and small group teaching sessions (taught to children in class and at home at the same time). • live Teacher 1:1 a 10 min session from school explaining learning expectations and timetable for the week ahead • teams access to whole class session with child participating through chat with teacher response – where there is an additional adult in the classroom • Class Dojo – learning activities will be posted onto the personal message facility on Class Dojo • good-quality free and subscription-based online resources, can be linked or embedded • short, pre-recorded teacher explanations of new content using Class Dojo record function (8 mins) • child / parent to upload completed work onto their Class Dojo portfolio each day. • constructive feedback celebrating success and pointing to next steps	D P/ CT S		In pl ac e	

					• expectation for contact with school to be made daily. Wellbeing checks to be made if no work posted or messages received daily. School to: • maintain an up-to-date record of which pupils and families do not have sufficient devices or appropriate internet access • providing laptops and chargers to identified families • loan agreements in place to help safeguard school property • all equipment provided through the DfE's Get help with technology programme is clearly identified and ready to be re-distributed for a similar purpose Where digital access is difficult, school will: • supplement digital provision with printed resources, textbooks and reading books • stationary and exercise books will be provided Where access to live lessons is not achievable, phone calls will be made and a daily conversation with the child via phone will be arranged If 1-1 online learning this is will be inline with SNMAT agreed protocols. 1-1 learning risk assessment Code of Conduct				
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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	M	Vulnerable children will receive daily welfare checks FSM collection from school or home delivery to door Safeguarding and Remote Learning Tiered Response FSM	DP/HT		In place	
Staff wellbeing Isolation has a detrimental impact on staff wellbeing	Isolation and working from home may impact negatively on staff mental health and sense of wellbeing	Ensure staff know who they can raise concerns with regarding their own wellbeing. Regularly canvas and communicate with staff to determine needs/feelings.	L	M	M	EHT to make contact with staff at home and to liaise with appropriate personnel re meetings/training/activities to be undertaken if staff remain well. Staff who are unwell are not expected to work from home.	L	L	L	
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.	M	L	L	New bookings must have adequate financial protection in place – insurance cover is checked for each booking. The travel list will be monitored for changes, as will the restrictions in place in other countries. International visits will not be made to red list countries.	JG		In place	

Risk assessment completed

Date: 27.08.21

by:

Alex Thomas

role: Executive Headteacher

Risk assessment shared with staff (date): 01/09/21

Risk assessment published on website (date): 06/09/21

Date reviewed	by	role	Date of next review

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	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 means they cannot smell or taste anything, or things smell or taste different to normal

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](#) .