

The Eastwood Academy Risk Assessment (Covid-19)

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| Establishment: The Eastwood Academy | Assessment by: S. Sterling/N. Houchen | Date: 19/10/2020 |
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This document should be read in conjunction with the Covid-19 Frequently Asked Questions (FAQ)

| Hazard / Risk | Who is at Risk? | Initial Risk Rating | Normal Control Measures | Are Control Measures Y/N/NA | | Additional Control Measures | Residual Risk Rating |
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| | | | | In Place | Adequate | | |
| Transmission Office settings | Office Staff | Medium | Those on site should work 2m apart, where possible. Maximum occupancy of rooms calculated and agreed. | Yes | Yes | Staff working face to face will have screens between them. | Low |
| Vulnerable individuals Those self - isolating | Staff and Pupils | Medium | Clinically extremely vulnerable individuals are identified and risk assessments undertaken. Clinically vulnerable individuals, should, where possible, keep 2m away from others. Refer to sections 3.5, 3.6, 4.1 and 4.2 in the FAQ. | Yes | Yes | Provide support for staff around mental health and wellbeing (refer to section 3.2 and 4.5 in the FAQ and Staff Wellbeing Policy) Counsellor on site. | Low |

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| <p>Traveling to school</p> <p>Transmission risk</p> | <p>Staff and Pupils</p> | <p>Low</p> | <p>Adequate bike racks currently in place at the school</p> <p>Arrival and departure times to be staggered to reduce mixing.</p> <p>Reduce congestion, for example, by having more entry points to the school. Separate entry points for cohorts.</p> <p>Provide handwashing facilities, or hand sanitiser, at entry/exit points.</p> <p>Entry points to remain open where possible to reduce contact points. Doors open on mag locks or latches.</p> <p>Geographical separation of year group 'bubbles' during break and lunch.</p> | <p>Yes</p> | <p>Yes</p> | | <p>Low</p> |
| <p>Horizontal movement</p> <p>Transmission risk</p> | <p>Staff and Pupils</p> | <p>Medium</p> | <p>Reduce movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.</p> <p>Restrict access between different areas of the Academy site.</p> <p>Regulate use of high traffic areas including corridors and walkways to maintain social distancing.</p> <p>Face coverings should be worn by staff and pupils as they move around the school e.g. in corridors and communal areas - DfE Face Coverings guidance.</p> <p>Reduce lunch to 30 minutes.</p> | <p>Yes</p> | <p>Yes</p> | <p>Geographical separation of year group 'bubbles' during break and lunch.</p> <p>Additional toilet facilities in year group zones.</p> <p>Face coverings provided to staff and pupils.</p> | <p>Low</p> |

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| Classrooms and workspaces | Staff and Pupils | High | <p>Pupils will be seated side by side and facing forwards.</p> <p>Pupils will be reminded to not touch their peers.</p> <p>Where possible, teachers should maintain a 2m distance from pupils. In particular, they should avoid close face to face contact and minimise time spent within 1m of anyone.</p> <p>Shared classroom resources must be disinfected before use.</p> <p>Although teachers are permitted to take class books home to mark, they should endeavour to mark them on the Academy site. Further, when marking books, teachers must wash their hands regularly and avoid touching their face, nose and eyes.</p> | Yes | Yes | Medium |
| Meeting rooms Assemblies | Staff and Pupils | Medium | <p>Assemblies will be undertaken in year group 'bubbles'.</p> <p>Only necessary participants should attend meetings and should maintain 2m separation throughout.</p> <p>Avoiding transmission during meetings, for example, avoiding sharing pens and other objects.</p> <p>Hand sanitiser provided in meeting rooms.</p> <p>Holding meetings outdoors or in well-ventilated rooms whenever possible.</p> <p>For areas where regular meetings take place, using signage to help people maintain social distancing.</p> | Yes | Yes | Low |
| Common areas Canteen | Staff and Pupils | High | <p>Geographical separation of year group 'bubbles' during break and lunch.</p> <p>Indoor and outdoor zones provided for each year group bubble.</p> <p>Staff will be discouraged from using communal areas.</p> | Yes | Yes | Low |

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| Reception | Admin Staff | High | <p>Install screens to protect staff in Reception and other public facing areas.</p> <p>Mark on floor a safe distance from which Reception can be used and have a sign for occupancy rules.</p> | Yes | Yes | | Low |
| First aid | Staff, Pupils and First Aiders | High | <p>Designated staff to use PPE in treating and First Aid issues and suspected Corvid cases.</p> <p>Medical Room (Conference Centre) to be cleaned after each First Aid case or suspected Covid-19 case.</p> | Yes | Yes | | Low |
| Managing visitors and contractors | Staff, Pupils, Visitors and Contractors | Medium | <p>Encourage visits via remote connection/working where this is an option.</p> <p>Where site visits are required, site guidance on Safe Social Distancing and hygiene should be explained to visitors on or before arrival. Visitors/contractors should read and sign the Visitor/Contractor Declaration Form in Appendix 4 in the FAQ.</p> <p>Number of visitors at any one time is limited.</p> <p>Limit visitor times to a specific time window.</p> <p>Only essential services and contractor visits should be undertaken.</p> <p>Maintain a record of all visitors for the purposes of NHS Test and Trace.</p> | Yes | Yes | | Low |
| Providing and explaining available guidance | Staff and Pupils | Medium | <p>Clear guidance shall be provided on social distancing and hygiene to all staff and pupils.</p> | Yes | Yes | | Low |
| Ventilation | Staff and Pupils | Medium | <p>Windows and doors should be open frequently to encourage ventilation, where possible.</p> | Yes | Yes | | Low |

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| Keeping the workplace clean | Staff and Pupils | High | <p>Frequent cleaning of work areas and equipment between uses, using usual cleaning products.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of the day.</p> <p>Limiting or restricting use of high-touch items and equipment e.g. printers and whiteboards.</p> <p>Cleaning after a known or suspected case of Covid-19 shall be in accordance with the specific guidance.</p> | Yes | Yes | Medium |
| Hygiene – handwashing, sanitation facilities and toilets | Staff and Pupils | High | <p>Show pupils a presentation on the importance of social distancing, handwashing and ‘catch it, bin it, kill it’.</p> <p>Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Provide regular reminders and signage to maintain personal (effective) hygiene measures.</p> <p>Provide hand sanitiser in multiple locations, classrooms, in addition to washrooms.</p> <p>Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Enhance cleaning for busy (high volume) areas.</p> <p>Provide more waste facilities/more frequent collection.</p> | Yes | Yes | Medium |
| Changing rooms and showers | Staff and Pupils | High | <p>Enhance cleaning of all facilities.</p> | Yes | Yes | Low |

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| Handling goods, merchandise and other materials, and onsite vehicles | Staff | Medium | Cleaning procedures for goods and merchandise entering the site. | Yes | Yes | | Low |
| Deliveries to Other Sites | Staff | Medium | Minimise person-to-person contact during deliveries a 2m distance shall be maintained at all times. Items shall be cleaned where necessary. Contact on delivery note shall be reduced. | Yes | Yes | | Low |
| Communication and Training | Staff | Low | Clear, consistent and regular communication to improve understanding and consistency of ways of working shall be provided through e-mail. | Yes | Yes | | Low |
| National guidelines are updated daily but school lapses in following advice | Staff and Pupils | High | Principal to ensure daily checks are made in respect to Government updates. Website (homepage) information is updated. Pupils updated during form time/through class teachers/email as appropriate. Any change in information to be shared with Trustees and passed on to parents and staff by email. | Yes | Yes | | Low |

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| Guidelines in place but are not being followed in school | Staff and Pupils | High | <p>Posters around school including Reception, Canteen, in classrooms and in corridors.</p> <p>Hand sanitizers installed in key locations to ensure ease of access for staff and pupils.</p> <p>Teachers to reiterate guidance in form time and class time (when directed).</p> <p>Cover the cough or sneeze with a tissue, then throw the tissue in a bin.</p> <p>Avoid touching eyes, nose and mouth with unwashed hands.</p> <p>Coronavirus information is published on the Academy website.</p> <p>Cleaning contractors to follow advice in the guidance - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning staff to ensure that:</p> <p>All toilet/bathroom facilities are well stocked.</p> <p>Cleaners' resources are adequate and are effective against Covid-19.</p> <p>Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled.</p> <p>Hand sanitiser stations are regularly checked and restocked.</p> | Yes | Yes | | Low |
| Communication | Staff and Pupils | High | <p>All staff/pupils aware of current actions and requirements and reminded frequently using established communication systems.</p> <p>Principal to share Risk Assessment with all staff.</p> <p>Risk assessment to be discussed at departmental meetings as a standing item. Staff to feedback via meetings to head of departments who then raise issues or recommendations to SLT.</p> <p>Head of Departments will establish a scheme of compliance monitoring within their own areas of work.</p> | Yes | Yes | | Low |

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| Infection control | Staff and Pupils | High | <p>Refer to sections 3.0 and 4.0 in the FAQ.</p> <p>Any pupil or member of staff feeling unwell is to be directed to the medical room (Conference Centre) by any open-air route.</p> <p>Pupil is isolated.</p> <p>Windows are opened and staff remain at least 2m away or wait outside.</p> <p>Where practical, no more than one person to occupy the medical room, additional rooms used.</p> <p>Parent is contacted to collect the pupil.</p> <p>Staff member to be sent home.</p> <p>The Principal is informed immediately.</p> <p>Medical room (Conference Centre) is cleaned and disinfected.</p> | Yes | Yes | Medium |
| Suspected case in school (staff or pupil) | Staff and Pupils | High | <p>Deep clean core areas.</p> <p>Inform staff of the need for effective hygiene.</p> <p>Contact parents –general information about sickness etc.</p> | Yes | Yes | Medium |
| Confirmed case in school | Staff and Pupils | High | <p>Contact relevant agencies e.g. LA / Public Health England and follow advice.</p> | Yes | Yes | Medium |
| Confirmed case in a family | Staff and Pupils | Medium | <p>Children in the family to remain at home in line with guidance for self-isolation - Implementing Protective Measures in Education</p> | Yes | Yes | Low |

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| <p>Staff are unwell but attend school Staff absence Increases</p> | <p>Staff and Pupils</p> | <p>High</p> | <p>People who feel unwell should stay at home and should not attend work or any education or childcare setting - Implementing Protective Measures in Education</p> <p>Communicate to staff the importance of following national guidelines in staff briefings, email and share copies of risk assessment with staff.</p> <p>Remind staff of the sickness policy during any lock down period or staff self-isolation.</p> <p>Staff to inform Principal immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice and guidance.</p> | <p>Yes</p> | <p>Yes</p> | | <p>Low</p> |
| <p>Catering staff absent – lunch no longer available</p> | <p>Pupils</p> | <p>Low</p> | <p>Canteen Manager to ensure precautions are in place for all staff on site:</p> <p>Washing hands Use of sanitizer Wearing gloves and hair nets and uniform. Thorough cleaning of kitchen at the end of every service. Kitchen space and lavatory for staff are being cleaned as appropriate.</p> <p>Principal is informed of any staff off sick with Covid-19 symptoms.</p> <p>If no kitchen staff available:</p> <p>Kitchen to close and emergency cold food bought from local supermarkets on day 1.</p> <p>Parents informed that pupils would need packed lunches from day 2.</p> <p>Externally sourced lunch provided for pupils entitled to FSM.</p> | <p>Yes</p> | <p>Yes</p> | | <p>Low</p> |

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| Cleaning staff absent– cleaning no longer available | Staff and Pupils | High | Cleaning is outsourced, therefore, cover is within the company and staff will be brought in from their operations team. If the site cannot be cleaned, contact PHE to recommend school closures on health and safety grounds | Yes | Yes | | Low |
| Pupil or adult shows symptoms whilst at School | Staff and Pupils | High | All staff understand the NHS Covid-19 Symptoms and follow agreed processes. Admin team to notify parents for collection. Pupil moved to identified clean and ventilated room (Conference Centre) until collected and 2m distance maintained from all other staff and pupils. Deep clean of Conference Centre once evacuated. Site Manager: Dispose of rubbish which may have been contaminated. All waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, to follow the advice of PHE. Staff to self- isolate – journey home by car. If any adult or pupil tests positive, Principal informs PHE and follows advice. Refer to FAQ Crib Sheet | Yes | Yes | | Low |
| Siblings at another school report unwell and family confused as to appropriate action | Pupils | Medium | The Academy has the most recent information from the Government and this is distributed throughout the school community through an FAQ. | Yes | Yes | | Low |

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| Vulnerable pupils and adults in the School are exposed to illness | Staff and Pupils | High | Risk assessments are undertaken and in line with medical advice. Parental decision takes primacy. | Yes | Yes | | Medium |
| Delivering Practical subjects | Staff and Pupils | | Practical subjects will follow national guidance and subject specific guidance as recommended by the relevant bodies. i.e. AfPE, CLEAPSS. | Yes | Yes | | Low |
| Contingency Plans for further wider outbreaks | Staff and Pupils | | Appropriate authorities will decide which measures to implement to help contain local spikes in infection rates and the school will aid and comply with these actions. For individuals or groups of self-isolating students, remote education plans are in place. | Yes | Yes | | Low |
| REVIEW: Weekly | | | | | | | |