

RISK ASSESSMENT: 19.1 Key Worker Provision – COVID-19 (Page 1 of 11)

ACADEMY Nottingham Academy	SECTION/TEAM: NA Secondary	DATE OF ASSESSMENT 05.01.21
WHO MIGHT BE HARMED? Employees, pupils, parents/guardians, service users, contractors and members of the public.		HOW MANY ARE AFFECTED?

Once completed, all staff must read this document and sign within the box provided to confirm understanding.

HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place ✗ if not	WHERE: ✗ State action to be taken with timescales ✗ Any additional control measures ✓ Site specific details	RESIDUAL RISK RATING High, Medium, Low
Fail to follow Government guidance	<ul style="list-style-type: none"> The Trust will provide a summary of any changes to guidance, paying particular attention to guidance on education settings e.g. social distancing, maximum numbers allowed in any one place, cleaning etc. Principal or Senior Leader onsite to ensure guidance is complied with and make any changes to site arrangements as required (amending this RA if necessary) 	✓	Contact Trust Emergency Planning Team for advice if unsure SLT checking numbers and provisions daily – ensure rooms utilised don't go beyond capacity Social distancing posters around site Hand sanitisers readily available around site Pupils encouraged to wash hands/sanitise on a regular basis High contact surfaces cleaned on regular basis/On site cleaning working during the day	Low
Insufficient staff to children ratio	<ul style="list-style-type: none"> Appropriate for the planned activity Reviewed daily 	✓	At least one suitably trained member of staff for each room with a maximum ratio of 1:30. Principal or Senior Leader in charge to review requirements and amend if required	Low
Inadequate First Aid Provision (staff and/or supplies)	<ul style="list-style-type: none"> One 3-day trained First Aider onsite and further 1 day trained First Aiders in different areas of the site. Sufficient stocks of first aid supplies (including back up supplies if required) 	✓	A 3-day trained First Aider will be onsite each day, they will be supported by a number of 1-day trained First Aiders working in different areas of the Academy (provision/reception). First Aiders will be highlighted each day and can be requested from reception if needed.	Low

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			<p>EPIC partners are providers of sporting activities and will avoid high risk physical sport/activity to reduce the risk of accidents.</p> <p>It may be possible to obtain additional supplies of first aid kit from other Trust sites if unable to obtain from usual suppliers. Contact Central Team if unable to make contact with other academies</p>	
First Aiders exposed to virus	<ul style="list-style-type: none"> Follow Government guidance here 	✓	<p>Ensure suitable and sufficient PPE is available and that all First Aiders have been trained to use it (see https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876577/Infection_prevention_and_control_guidance_for_pandemic_coronavirus.pdf) For guidance and SSOW available on Sharepoint as detailed here</p> <ul style="list-style-type: none"> <documents> <people> <personal protective equipment> <p>As a minimum disposable gloves and fluid repellent surgical face mask is recommended, if available, disposable plastic apron and disposable eye protection (such as face visor or goggles) should be worn. All first aid PPE is available in the GC1 medical room – onsite first aiders are aware of the location.</p> <p>Use defibrillator or CPR if dealing with cardiac arrest. Do not use mouth to mouth.</p> <p>Wash hands thoroughly with soap and water before putting on and after taking off PPE, following relevant SSOWs</p>	

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			Cleaning PPE after use - The only PPE that we have that are not disposable are the visors. These can be cleaned in milton fluid OR with hot soapy water - Clean gloves should be worn when cleaning. They can also be wiped down with antibacterial wipes afterwards (if available) as an extra precaution.	
Insufficient staff for vulnerable children	<ul style="list-style-type: none"> Match staffing appropriately 	✓	SLT to ensure that ratios are increased if a care plan or other document indicates that a child needs additional support.	Low
No arrangements in place for children with specific medical needs	<ul style="list-style-type: none"> Data sheet for each child with specific needs - sign all medication in and out Ensure all medication administered is recorded with 2 staff present following standard Trust guidance First aider is on site 	✓	<p>Ensure data sheets/care plans are provided for all children</p> <p>Ensure sufficient staff in place to manage administration of medicine and this has been logged on every occasion</p> <p>Ensure First Aider ratio is compliant – as previously described.</p> <p>Child specific medical needs Epipens, inhalers etc. in place including emergency items if child has forgotten them.</p> <p>First aider requirements are checked on a daily basis by the operational lead senior leader onsite using the staff rota and are checked off at the morning start to the day to ensure sufficient provision is in place.</p>	Low
Site not suitable for age group Secondary schools are not designed for primary age	<ul style="list-style-type: none"> Classroom Activities in Primary Schools RA completed where facilities for primary school children are provided in a secondary school Additional supervision for primary age 	✓	Not applicable as only secondary age students accessing the secondary site.	Low

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children especially reception and infants e.g. no finger trap guards, adult height toilets, wash basins, chairs, tables etc.	<p>pupils when moving through site</p> <ul style="list-style-type: none"> Additional help for younger children if using standard height toilets and wash basins Additional help for younger children if using standard height tables/chairs 			
No or insufficient emergency contacts for children	<ul style="list-style-type: none"> Verify details on day 1 (as may be different to usual) Explain call may come from a school mobile or landline so that the contact answers call 	✓	<p>DHOY/HOY/Attendance team/Safeguarding team to ensure multiple emergency contacts are provided.</p> <p>Ensure alternative methods of communication are available e.g. mobile, landline, email</p>	Low
Social distancing	<ul style="list-style-type: none"> Visitors to school to be kept to absolute minimum Double spacing in classrooms Outdoors as much as possible Ensure all student workspaces are 2m apart or separated by appropriate plastic screens and room occupancy allows staff to maintain 2m distances from each other and students Adhere to government guidelines here 	✓	<p>Signage around the site reminding visitors of social distancing requirements and not to enter the school. Provide contact number for queries. All visitors to reception to talk through external communications and not be allowed in to reception area.</p> <p>InVentry is touch free for staff, wipes are available if the screen use is required – cleaning before and after contact guided by the reception staff.</p> <p>Staff in charge of pupils to keep paper based pupil register available at all times.</p> <p>Keep all entrance doors secured but ensure they can be opened in an emergency i.e. by automatic release, push pad/bar or thumb turn. Under no circumstances should doors be locked with a key, digital lock etc. whilst the school is occupied</p> <p>Visitors to remain outside. Ensure social distancing at all times.</p>	Low

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			<p>Deliveries - Ensure social distancing guidance is adhered to. For example delivery personnel buzz intercom, leave package in sight, and step 2 metres away.</p> <p>Minimum of 2m in all directions between people e.g. between children and between children and staff. If the provision grows to a point where the allocated ICT rooms do not allow this further ICT rooms will be utilised on the A floor.</p> <p>Maintain distancing when moving through the building or when outdoors.</p> <p>Minimum allowance per person = 4m²</p> <p>Keep rooms well ventilated and open windows as much as possible.</p> <p>Capacities should be reduced for smaller rooms and may be increased for larger rooms taking into account suitable staff to pupil ratios and ensuring 2m spacing is adhered to.</p> <p>Sports or other activities where there is the potential for close contact are minimised and PE team/national associations guidance for these activities adhered to.</p>	
<p>Person exhibits signs of having coronavirus (CV19) infection i.e.</p> <ul style="list-style-type: none"> • new, continuous cough and/or • high temperature 	<p>Follow Government guidance:</p> <ul style="list-style-type: none"> • If anyone becomes unwell with either a new, continuous cough, high temperature, loss of taste or smell in an education setting they should be sent home and advised to follow Government guidance here 	<p>✓</p>	<p>Management of persons who have symptoms of CV19:</p> <p>If a pupil is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. Staff should be mindful of individual pupils's needs – for example it would not be appropriate for younger pupils to be alone without adult supervision. Ideally, a window should be</p>	

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<ul style="list-style-type: none"> ● loss of taste/smell 	<ul style="list-style-type: none"> ● Maintain social distancing unless the person requires immediate help to prevent injury ● Staff assisting the pupil or member of staff to follow First Aid guidance regarding PPE here 		<p>opened for ventilation. If it is not possible to isolate them, ensure that social distancing is maintained see guidance here</p> <p>GC1 medical room to be used.</p> <p>The two small spare meeting rooms to be used as additional spaces if required.</p> <p>A staff member will remain in attendance until a parent arrives to collect. The staff member will remain outside of the medical room at a 2m distance so as to maintain reassurance to the pupil whilst waiting.</p> <p>The toilet adjacent to the medical rooms will be available for any pupil potentially suffering symptoms of COVID-19.</p> <p>Staff who cannot go home immediately e.g. because they are waiting for a lift, should isolate themselves near reception in the medical rooms. They must make reception aware.</p> <p>If a potentially infected person needs to go to the toilet while waiting to be collected, they should use a separate toilet.</p> <p>Any areas used by the potentially infected person e.g. toilets, temporary isolation room, should be isolated and secured after use. They should then be cleaned extensively with the fogging machine before coming back in to use.</p> <p>If the infected person needs clinical advice, they (or their teacher, parent or guardian) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or</p>	

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			<p>injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who is potentially infected, they must wash their hands thoroughly for 20 seconds immediately after any contact with the person or contact with anything the person has touched. They do not need to go home unless they develop symptom themselves</p> <p>It may not be necessary to close educational settings but Principals must contact the Trust Business Continuity Team immediately before making any decision.</p> <p>If there is an urgent public health action to take, the educational setting will be contacted by the local Public Health England (PHE) Health Protection Team who will undertake a risk assessment and advise on any actions or precautions that should be taken.</p>	
Children brought in by Academy staff	<ul style="list-style-type: none"> No children of staff allowed on site 	✓	Unless they are students of the Academy and are accessing the provision.	Low
Premises cleaning regime	<ul style="list-style-type: none"> Thorough daily clean - in line with guidance Disinfect if required 	✓	Adhere to Government guidance and Trust Guidance & Information Sheets, Risk Assessments and Safe Systems of Work	Low
Equipment and resources cleaning	<ul style="list-style-type: none"> Ensure items regularly touched e.g. key boards, mouse or other input device, mobile phones are sanitised on a daily basis Clean and sanitise items used by pupils e.g. toys, play equipment 	✓	<p>Use appropriate sanitisers and ensure supplies are available for staff to use – risk is being mitigated further with students using the same chair, laptop/PC and headphones each day.</p> <p>Reception areas to be cleaned with antibacterial wipes at the start and end of each day – This is to include</p>	Low

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			phones, screens, keyboards and desk areas. Hands must be thoroughly washed after wiping down	
Staff and/or pupils fail to comply with hygiene guidance	<ul style="list-style-type: none"> ● Staff reiterate hygiene standards throughout day ● Ensure all hand washing facilities have adequate supplies of soap and other disposables e.g. paper towels at all times ● Hand wash with soap and water for 20 seconds ● Use disposable hand towels in preference to dryers if possible ● Hand wash or use of hand sanitiser on entry and exit from building ● Hand wash before eating ● Hand wash after eating ● Hand wash after going to the toilet ● Use disposable tissues or 'bent elbow' for coughs and sneezes ● Refrain from touching face ● Adhere to social distancing guidance 	✓	<p>Display hand washing and hygiene posters in toilet areas, staffrooms and classrooms</p> <p>Clean all washrooms and other hygiene facilities regularly throughout the day and after every break</p> <p>Provide adequate supplies of sanitiser at strategic points within the building, including exits</p> <p>Ensure other supplies in toilets e.g. toilet rolls are adequate at all times</p> <p>Empty waste bins at regular intervals and follow Government and Trust guidance on disposal</p>	Low
Pupil registration/ end of day arrangements	<ul style="list-style-type: none"> ● Sign in / out procedure in place. Or use of registers? ● Named adults to collection child/ren outside of building at end of day 	✓	<p>Ensure that all people on site (staff, pupils and visitors) are recorded</p> <p>Ensure records are filed and kept securely (may be required by PHE in the event of somebody who entered the school (staff, child or visitor) developing CV19)</p>	Low

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			Create a seating plan for each classroom in use to provide proximity information to PHE if required due to a CV19 case	
Collection of free school meals (FSMs)	<ul style="list-style-type: none"> Trust issuing meal vouchers to eliminate the need for FSMs to be prepared on-site 	✓	No collection of FSM available from site. Meals only supplied for staff/pupils/service providers on site	Low
Fire evacuation and lockdown procedures	<ul style="list-style-type: none"> Review evacuation plan and update if some parts of the building are out of use Ensure that at least two routes of escape are available once people have entered a protected escape route e.g. staircase, corridor. If two routes aren't available the Trust H&S Manager <u>must</u> be contacted before the building is occupied Rehearse fire evacuation / lockdown procedures with staff and pupils Identify responsible person(s) in case of fire Consider arrangements for disabled people including cognitive disability in event of an evacuation. Use PEEP (Personal Emergency Evacuation Plan) for people who are at their usual site. For all others use the academy GEEP (Generic Emergency Evacuation Plan) Ensure register of all people on site (staff, pupils and visitors) is available at 	✓	<p>Fire Drills - Are being run in the usual way, ensure any staff and pupils new to site are advised of the process in place (by SLT) and any existing staff and pupils to be given the new temporary measures (ie distance on assembly point, paper registers brought out by staff).</p> <p>A fire drill walk through should be carried out as soon as possible (and if there is any change in the Responsible Person - See below *) to ensure that pupils new to site know what is expected of them - This is a one off and does not need to happen each time there are new staff/pupils on site. Site staff to ensure that all emergency exits in occupied areas are unlocked before staff and pupils enter site.</p> <p>Fire safety induction for any new staff on their first day to confirm evacuation arrangements including escape routes (and alternatives), emergency exits, assembly points etc.</p> <p>*The Academy Principal is the Responsible Person but if a Senior Leader from another part of the Trust takes over responsibilities (as part of a rota process or because of sickness, leave etc.) they should ensure they carry out a drill on their first day in charge*</p> <p>Principal to identify and allocate roles and</p>	Low

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	all times to staff in charge of evacuation		responsibilities and review/amend details as and when these people change. Key roles are: Assembly Point Control Officer (Senior SLT onsite) All staff have undertaken fire warden training and should ensure this is up to date on Smartlog Fire Panel monitoring (including identifying location of fire) Ensure any external contractors are informed of emergency evacuation procedures and their role should the alarm sound	
Statutory Compliance checks	<ul style="list-style-type: none"> Site manager - or back up person to continue with usual checks Trust to ensure that more than one staff member is available to undertake key tasks. 	✓	Follow Trust guidance on frequency of checks as these may be amended as a result of COVID-19 and shut down of sites Arrange buddying system between sites to provide resilience should a site manager at a Primary have to self-isolate	Low
Contractors on site (School holidays)	<ul style="list-style-type: none"> Briefing and escorting of contractors Contractor DBS in place 	✓	Ensure social distancing followed when meeting contractors and any other interactions e.g. checking work, signing off Permits to Work etc.	Low
Site Management staff absence	<ul style="list-style-type: none"> Multiple key holders in place - remind key holders that they may be called upon Likely to be limited to Fire, Water and Lighting - ensure at least one other staff member can do these tasks. Cleaners on standby to be called in. 	✓	Ensure list of key holders held by all SLT/Site management team.	Low

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<p>Are there any other foreseeable hazards associated with dealing with bodily fluids</p>	<p><u>List any additional control measures:</u></p> <ul style="list-style-type: none"> • See bodily fluids RA held by site team • See First aid RA (previously emailed to all trained staff) • HWE has available full first aid trained staff list 			

Reference Documents

COVID-19 Guidance for Schools and Other Educational Settings

<https://www.gov.uk/government/collections/CV19-covid-19-guidance-for-schools-and-other-educational-settings>

COVID-19 Guidance on Social Distancing

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

COVID-19 Guidance on Staying at Home

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

COVID-19 Guidance for First Responders. NB this guidance gives advice, which is applicable to First Aiders

<https://www.gov.uk/government/publications/novel-CV19-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

- GAT Health and Safety Hub
 - GI Sheet No 51 Procedure for dealing with and disposal of Bodily Fluids
 - GI Sheet No 53 COVID-19
 - GI Sheet No 13 Slips and Trips
 - GI 74 Finger Traps
 - Risk Assessments
 - RA 13.1 Slips, Trips and Falls
 - RA Cleaning
 - RA Classroom Activities in Primary Schools
 - Safe Systems of Work
 - SSW 51.1 Dealing with Bodily Fluids
 - SSW 11.1 PPE – Using Gloves
 - SSW 13.1 Wet Dry Mopping

ASSESSED BY (Print name)	SIGNED	DATE 05.01.21
PRINCIPAL Harry French	SIGNED	REVIEW DATE 05.06.20
Reviewed by	SIGNED	Review date

All staff to read this document and sign to confirm understanding prior to dealing with bodily fluids

Name	Date	Signature		Name	Date	Signature